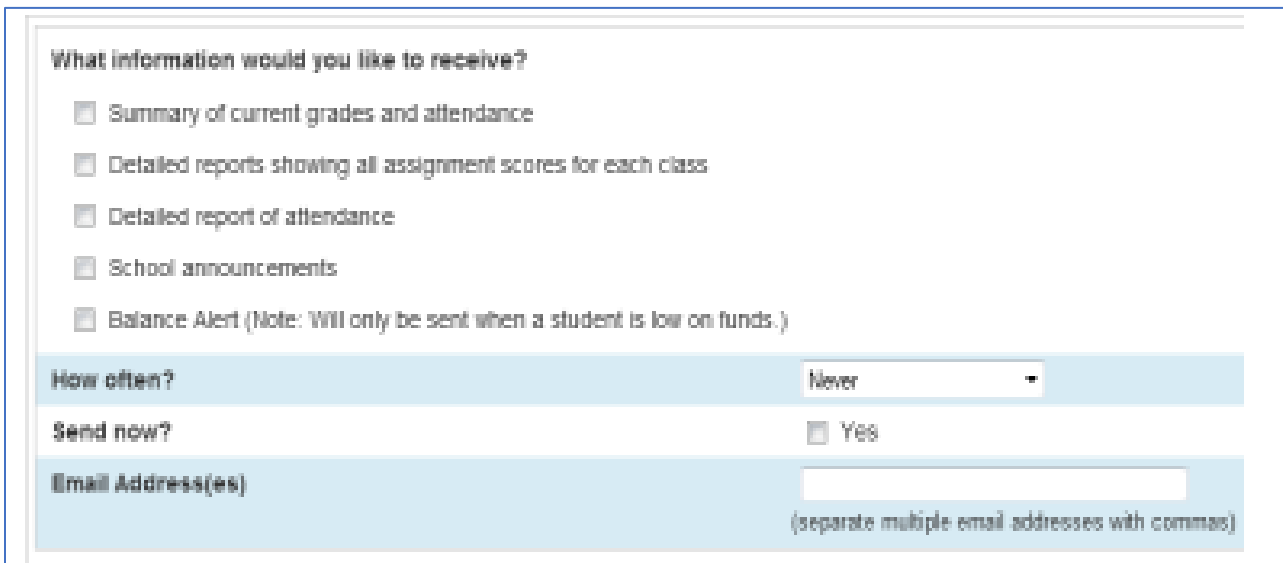


Email Notifications

The Email Notification page allows parents/legal guardians to sign up for automated email updates from the Parent Portal. Parents/guardians can manage what information is received, how often to receive the information, and additional email addresses where you would like notifications sent. The notifications are sent to the email address used to create the portal account.

Notification Options – What information would you like to receive?

- ❖ **Summary of current grades and attendance:** A summary of the grades and attendance totals for all classes. (**Recommended**)
- ❖ **Detailed reports showing all assignment scores for each class:** Sends an e-mail for each class with every assignment and scores. (**Note:** If your child has 6 classes you will receive 6 e-mails, one for each class.)
- ❖ **Detailed report of attendance:** Sends an e-mail containing detailed attendance for each class for the current term. (**Note:** If your child has 6 classes you will receive 6 e-mails, one for each class.)
- ❖ **How Often?** There are five options as to the frequency you would like e-mails sent – Never, Weekly, Every Two Weeks, Monthly and Daily.
- ❖ **Send Now?** Place a checkmark next to **Yes** to have reports sent immediately.
- ❖ **Email Address(es):** Enter an additional e-mail address where you would like the notification sent. Separate multiple addresses with commas, but do not add additional spaces.
- ❖ **School announcements and Balance Alert are not applicable.**



What information would you like to receive?

- Summary of current grades and attendance
- Detailed reports showing all assignment scores for each class
- Detailed report of attendance
- School announcements
- Balance Alert (Note: Will only be sent when a student is low on funds.)

How often?

Send now? Yes

Email Address(es)
(separate multiple email addresses with commas)