

Families, PowerSchool Parent Portal now has more functionality to email updates about your students' attendance and grades. To update your notifications in your account, please follow the instructions below.

1. Using a web browser, log into the Parent Portal. This process cannot be done through the mobile app.
2. In the left margin under *Navigation*, click on Email Notification.
3. Choose the reports that you would like to receive by email.
4. Choose the frequency you would like to receive these reports (Daily, Weekly, Every 2 weeks, or Monthly).
5. You can apply this for all students on your Parent Portal account or just one.
6. Click Submit.

Please note this process could take up to two weeks to finalize before emails begin coming from PowerSchool Parent Portal.