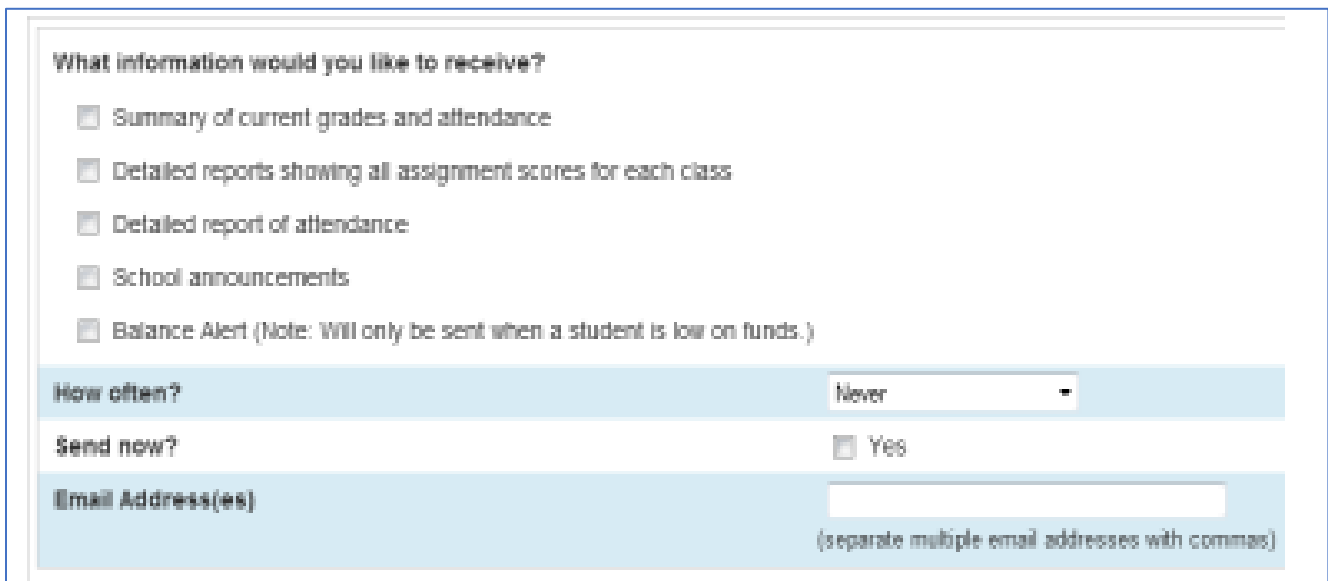


## Email Notifications

The Email Notification page allows parents/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 e-mail addresses to send information to.

### 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.
- ❖ **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 the e-mail address where you would like notification sent to. Separate multiple addresses with commas, but do not include any spaces.
- ❖ **School announcements and Balance Alert are not applicable.**



The screenshot shows a form titled "What information would you like to receive?". It contains five checkboxes for selecting notification types: "Summary of current grades and attendance", "Detailed reports showing all assignment scores for each class", "Detailed report of attendance", "School announcements", and "Balance Alert (Note: Will only be sent when a student is low on funds.)". Below these is a "How often?" dropdown menu set to "Never". There is a "Send now?" checkbox set to "Yes". At the bottom is an "Email Address(es)" text input field with a note: "(separate multiple email addresses with commas)".