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.**