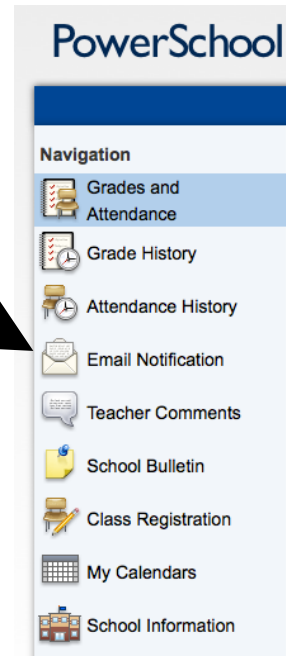


## **Automatic Marks & Attendance Reports from PowerSchool**

After logging in to PowerSchool, navigate down the left-hand side and click on “Email Notification”



1. Choose the information you would like to receive

2. How often you would like the email update

3. Check off, “Yes”

4. Enter the full email address you would like the update sent to.

5. Click “Submit”

A screenshot of the 'What information would you like to receive?' form in the PowerSchool application. The form contains several sections: a list of checkboxes for '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.)'; a 'How often?' dropdown menu set to 'Never'; a 'Send now?' checkbox set to 'Yes'; an 'Email Address(es)' text input field with a note '(separate multiple email addresses with commas)'; and a blue 'Submit' button at the bottom right. Arrows from the numbered list on the left point to the checkboxes, the 'How often?' dropdown, the 'Send now?' checkbox, the 'Email Address(es)' field, and the 'Submit' button.

**You may have reports sent to multiple emails, just be sure you separate the addresses with a comma.**