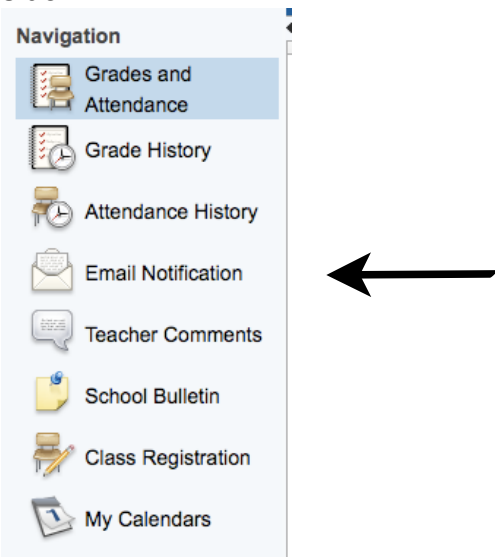


Setting up email notification of your child's marks & attendance

After logging in to PowerSchool, choose the "Email Notification" icon from the left-hand side.



Choose and check off the information you would like to receive on a regular basis.

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.)

Choose how often you would like to receive reports from the drop down menu.

How often? Once a month

Be sure to add the email address(es) you would like the information sent to.

Email Address(es)

(separate multiple email addresses with commas)

DON'T FORGET TO HIT "SUBMIT"

Please contact our front office with any questions, concerns or problems related to the notifications. Thank you.