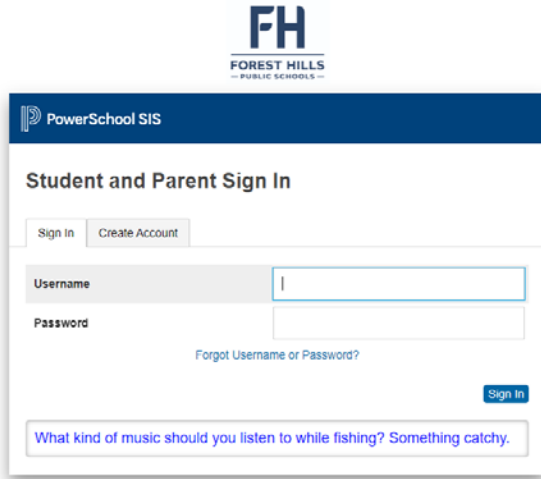
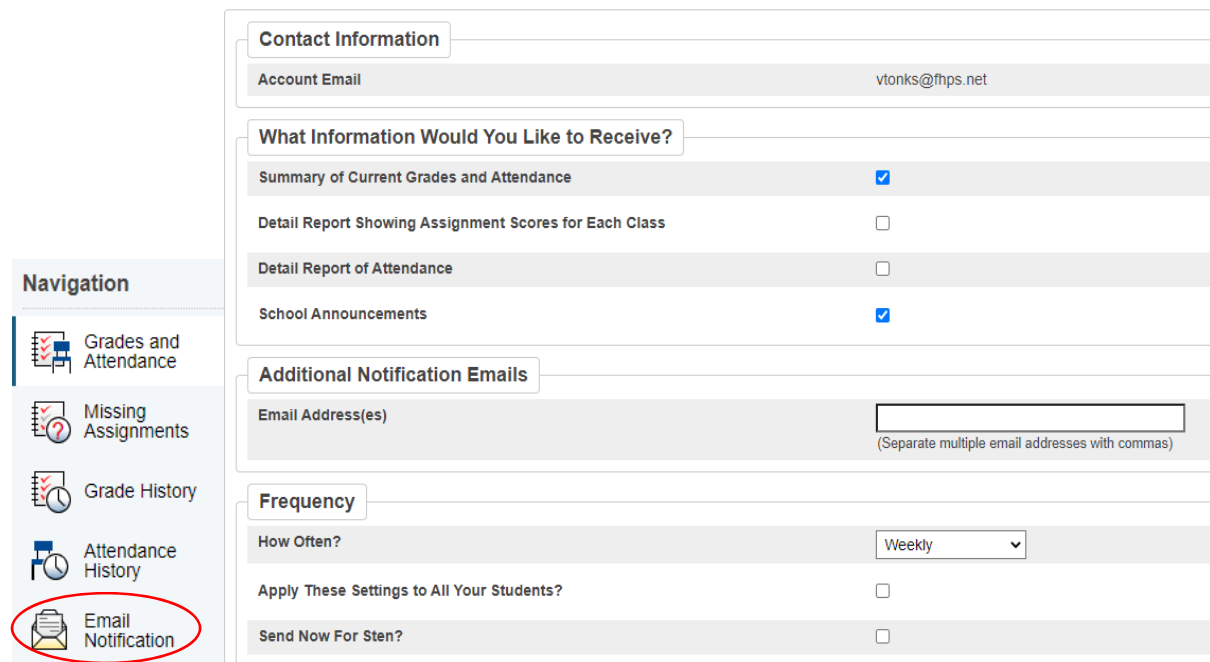


How to Setup Your Parent Portal account to receive teacher emails

Teachers have the ability to email students and parents directly out of PowerSchool gradebook. This feature only lists parents with PowerSchool accounts that have opted in to receive emails. If the parent account was setup and they did not opt into emails, parents do not show up in the teacher's list to email.



When logging into your PowerSchool Parent account, select your student (if you are attached to more than one student) and from the left navigation menu, select Email Notification



Contact Information	
Account Email	vtonks@fhps.net

What Information Would You Like to Receive?	
Summary of Current Grades and Attendance	<input checked="" type="checkbox"/>
Detail Report Showing Assignment Scores for Each Class	<input type="checkbox"/>
Detail Report of Attendance	<input type="checkbox"/>
School Announcements	<input checked="" type="checkbox"/>

Additional Notification Emails	
Email Address(es)	<input type="text"/>
<small>(Separate multiple email addresses with commas)</small>	

Frequency	
How Often?	Weekly
Apply These Settings to All Your Students?	<input type="checkbox"/>
Send Now For Sten?	<input type="checkbox"/>

- Grades and Attendance
- Missing Assignments
- Grade History
- Attendance History
- Email Notification**

In order to receive teacher emails, you must select at least one piece of information to receive. Then you will need to select how often you would like to receive that information. If never is selected, you will not receive teacher emails. Remember to click SUBMIT, when finished.