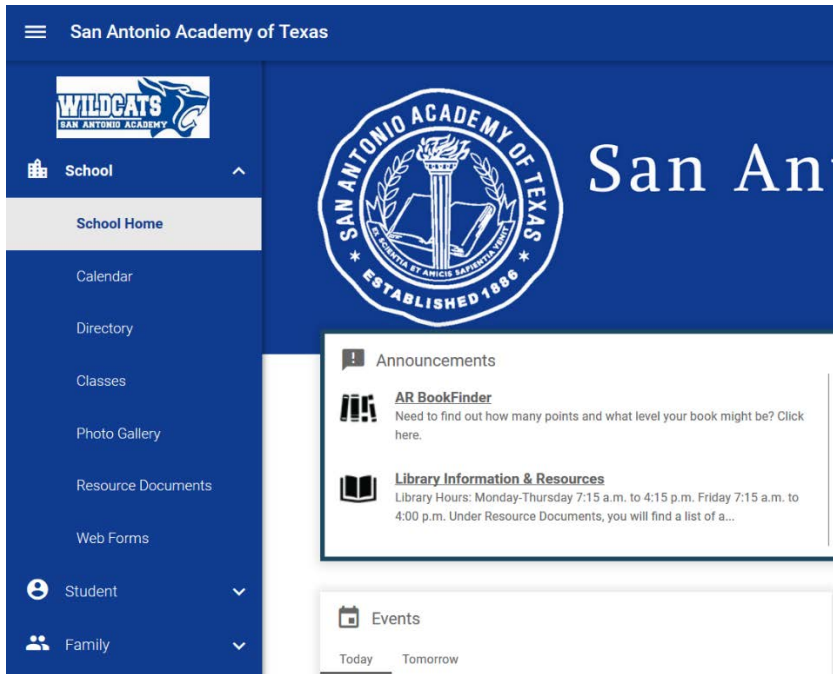


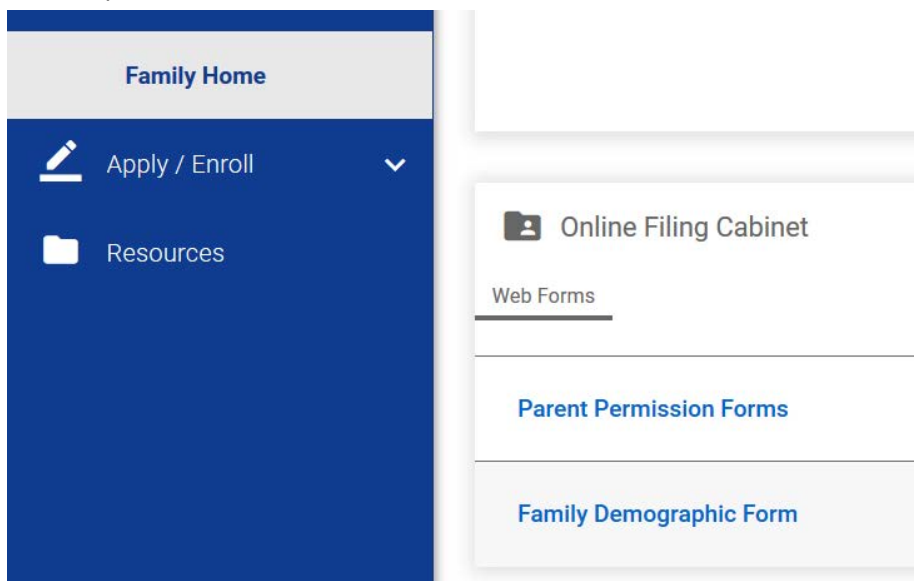
## Auto Email Gradebook Progress Reports for 3<sup>rd</sup> through 8<sup>th</sup> Grade Students

Parents, please follow the steps below to set your Auto Email Gradebook Progress Report preferences in [FACTS](#):

1. Login to [FACTS](#).
2. On the left, click on **Family**.



3. At the Family Home window, click on the **Family Demographic Form** under Online Filing Cabinet/Web Forms.



4. At the **Family Demographic Form** Window, click on the Custodial Form for the individual who wants the preferences changed.

5. Towards the bottom of the form, you will see a **Preferences** category. Click on the **down arrow** button next to the Auto Email Gradebook Progress Report to see the options. You have three options on how you want to receive the report: Never, Daily and Weekly, then click **Save**. The preference is defaulted to Never or blank. Remember that each custodial parent can have their own preferences set.