

TEXT and Email Communication Instructions (via Parent Portal)

To receive Blackboard notifications via Text and Email, the minimum following fields must be filled in the Contacts area during Data Confirmation by the parent in the Contact page of Aeries Parent Portal. If both parents would like to receive notifications they should each create a Contact record.

Contact Details		Notes
Name	<input type="text" value="John Doe"/>	This field is used to address mailings from the school if applicable.
Name Prefix	<input type="checkbox"/>	
First Name	<input type="text" value="John"/>	
Middle Name	<input type="text"/>	
Last Name	<input type="text" value="Doe"/>	
Name Suffix	<input type="checkbox"/>	
Address	<input type="text" value="123 Sesame St"/> City: <input type="text" value="Bellflower"/> State: <input type="text" value="CA"/> Zip: <input type="text" value="90706"/> - <input type="text"/>	
Address Type	<input type="text" value="Home Address"/>	
Relationship to student	<input type="text" value="Father"/>	
Lives With Student?	<input type="text" value="Yes"/>	
Code	<input type="text"/>	
Mail Tag	<input type="text"/>	Should this contact receive an additional copy of mail? You can not flag a contact to receive additional mail unless the contact has an address that is different than the student's.
Telephone Number	<input type="text"/>	
Work Phone Number	<input type="text"/> <input type="text"/>	
Cell phone number	<input type="text" value="(555) 555-5555"/>	
Pager	<input type="text"/>	
Email Address	<input type="text" value="sample@email.com"/>	
Employer Name	<input type="text"/>	
Employer Location	<input type="text"/>	

1. Name
2. Relationship to student
3. Cell phone number
4. Email address