PowerSchool Parent Portal Email Notification Configuration

Lawrence Public Schools USD 497

Email Notifications

The Email Notifications page provides you with the ability to manage your parent account email preferences, including what information you would like to receive, how often you would like to receive the information, and any additional email addresses that you would like the information sent to. Email preferences may be applied to a single student or all students associated to your parent account.

How to Set Up Email Notifications

1. On the start page, click **Email Notification** from the navigation menu. The Email Notifications: [Student Name] page appears.
2. Use the following table to enter information in the Contact Information section:

Field	Description
Recovery Email	The email address associated to your parent account. The selected information, as well as account recovery notices and account changes confirmations will be sent automatically to this email address. **Note:** To change your email address, see *How to Change Your Account Preferences*.
Additional Email Addresses	Enter additional email addresses that you want the selected information to be sent to. You can include your primary email, recovery email, and any additional emails. Separate multiple addresses with commas.
	Note: If you include your recovery email, you will not receive duplicate emails. **Note:** Information entered here will automatically be applied to all your students.

3. Use the following table to enter information in the What Information Would You Like to Receive section:

Field	Description
Summary of Current Grades and Attendance	Select this checkbox if you would like to receive this information.
Detail Report Showing Assignment Scores for Each Class	Select this checkbox if you would like to receive this information.
Detail Report of Attendance	Select this checkbox if you would like to receive this information.
School Announcements	Select this checkbox if you would like to receive this information.
Balance Alert	Select this checkbox if you would like to receive this information.

4. Use the following table to enter information in the Frequency section:

Field	Description
How often?	Specify the rate at which you want to receive the selected information from the pop-up menu: • **Never** • **Weekly** • **Every Two Weeks** • **Monthly**

	• **Daily**
Apply these settings to all your students?	Select the checkbox to apply the email preferences to all students associated to your parent account.
Send now for [Student Name]?	Select the checkbox to receive the selected information immediately.

5. Click **Submit**. The Email Notifications: [Student Name] page appears. A confirmation message appears indicating the changes were saved.