

How To Set Up PowerSchool Email Notifications For Parents

PowerSchool's Parent Portal provides real-time access for parents to their child's grades, attendance, and more. PowerSchool also offers parents the opportunity to have daily, weekly, bi-weekly and monthly emails sent to their email accounts.

1. Log into **PowerSchool**.
2. On the left-side navigation bar, click on **Email Notification**.

PowerSchool SIS

Grades and Attendance:

Grades and Attendance

Exp	Last Week					This Week					Cou
	M	T	W	H	F	M	T	W	H	F	
P1(A)		.			.						P Hon Chemistry Email
P2(A)		.			.						P Digital Music Studio Email

3. Select the information you would like sent to you, and how often.
-If you have other email addresses you would like this information sent to, enter it in the **Additional Email Addresses** field.
-If you have more than one child attending Ledford High School, check mark the option to **Apply these settings to all your students**.
-If you would like PowerSchool to send you an email right away, check mark the option to **Send now**.
4. When you are finished click on **Submit**.