AUTOMATED EMAIL NOTIFICATIONS

Email addresses that parents enter and maintain in PowerSchool are also used by SchoolMessenger, our rapid/emergency notification system.

Parents/Guardians can have PowerSchool send grade, attendance and other information via email. You also choose how often to have the selected information emailed to you. This feature is not available to Students.
NOTE: For any changes to take effect on this screen, you must click on the **Submit** button (lower right) after you've entered those changes.

What information would you like to receive?
Click in the box next to each option to select/de-select that bit of information. *We do not currently use the Balance Alert feature. It may be available in the future.*

How often? Click on the pull-down menu to choose how often you would like to have the selected information emailed to you. Choices are: Once a week, Once every 2 weeks, Monthly, Daily or Never.

Send now? This tells the system to email the selected information now and is a good way to test that your email address is entered correctly (below).

Email Address(es): Here's where you enter your email address in its entirety. You can enter multiple email addresses here as long as they're separated by a comma (,) only, no spaces. This is useful when you want the emails to go to both your home email and your work email. You can also add the email addresses of other parents (non-custodial, step), grandparents, etc. **PLEASE make sure email addresses are entered correctly and multiple addresses are separated by a comma (,) ONLY.**
EXAMPLE: homeemail@yahooo.com,dadwork@xyzcorp.com,momemail@abc.org

Remember to click on the SUBMIT button to save any changes you've made on this screen.

What to do if my Email address(es) change? Parents have the ability and the responsibility to update the email address(es) they entered in PowerSchool to receive automated email notifications from both PowerSchool and SchoolMessenger.

1. For each of your children in school, login to PowerSchool using your Parent username and password for that particular child.
2. Click on the **Email Notification** icon near the top of the screen.
3. Change the information in the **Email Address(es)** field. You can enter multiple email addresses but, they must be separated by a comma (,) only, no spaces.
   EXAMPLE: homeemail@yahooo.com,dadwork@xyzcorp.com,momemail@abc.org
4. Click on **Submit** to save your changes.
5. **Repeat** steps 1-4 for each of your children in school.