



Parent Email Notification Setup

PowerSchool offers parents the opportunity to have daily, weekly, bi-weekly or monthly emails sent to their email accounts. There are four areas that need to be configured for PowerSchool email notifications to begin.

- The first item to configure is the type of information you want to receive.
- Next, configure the “How Often?” option of the notifications.
- Email addresses are chosen by checking the checkbox next to the email addresses in the Alert Now section.
- The final item, “Send Now?”

In this setup guide you will learn how to configure your parent email notifications along with explanations on what each area means.

To begin we will need to navigate to the Parent Portal sign in page of Powerschool. The web address for the Parent Portal of PowerSchool is:

<https://archchicago.powerschool.com/public/>

See the image below to ensure that you have navigated successfully to the correct web page. Proceed to log in. If you do not have a login, please contact your school's PowerSchool administrator.

The screenshot shows a web interface for PowerSchool. At the top, there is a dark blue header with the PowerSchool logo and name. Below the header, the main content area is white and features the title 'Student and Parent Sign In'. There are two buttons: 'Sign In' and 'Create Account'. Below these are two input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is positioned at the bottom right of the form area.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

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Once you have successfully logged in you will see your son/daughter's Grades and Attendance as well as a Navigation bar on the left hand side with various options. For this setup guide we will be exploring the Email Notification option.

Please select the Email Notification option from the left hand side Navigation bar.

The screenshot shows the PowerSchool interface. At the top, the PowerSchool logo is on the left, and the user's name 'Paxton Marion Nicholas William' is displayed in a dark blue bar. Below the navigation bar, the 'Grades and Attendance' section is active. A large red arrow with the text 'Click Here' points to the 'Email Notification' option in the left-hand navigation menu. The main content area shows a calendar for 'Last Week' with columns for M, T, W, and H. A legend at the bottom indicates that 'Blank=Present' and 'TU=Unexcused'.

PowerSchool

Paxton Marion Nicholas William

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification**
- Teacher Comments
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences

Grades and Attendance:

Grades and Attendance Standards Grade

M T W H

Last Week

M T W H

Legend

Attendance Codes: Blank=Present | TU=Unexcused

After you have selected the Email Notification button from the Navigation bar, you will be directed to a page that prompts you for some setup. As mentioned before, there are four areas that need to be configured.

1. What information would you like to receive?

- a. Summary of current grades and attendance –
This option sends one email giving a summary of final grades and attendance totals for each of your child's classes. This is the recommended option for parents/guardians.

- b. Detail report showing assignment scores for each class.
This option sends one email for each class with each assignment for the quarter with scores. (Note: If your child has 6 classes, you will receive 6 emails, one for each class. If you have multiple students, you can be receiving over 20 emails with detailed information. For that reason, we do not recommend selecting this option)

- c. Detail report of attendance.
This option sends one email containing detailed attendance for each class enrolled in for the current term.

- d. School announcements.
This option sends any School announcements that get published. Currently there are not many schools using this option so it is not recommended to select this option.

- e. Balance Alert (Note: will only be sent when student is low on funds).
This option is currently not being used. It is recommended to NOT select this option.

2. How often?

- a. Never
- b. Weekly
- c. Every Two Weeks
- d. Monthly
- e. Daily

3. Email Address / Additional Email Addresses.

- a. Here you will see the your Email address
- b. You will also get the option to add additional email addresses.

4. Send Now?

This allows you to have the emails sent to your email addresses immediately. Check this box at any time and click the submit button to have emails sent immediately. If this is not checked, you will receive the next update according to the choices made above.

PLEASE NOTE: The emails are generated by the PowerSchool system. PLEASE DO NOT REPLY TO THE AUTOMATED EMAILS. The message will not be received or read. If you have a question about the content of the emails, please contact the teacher or main office.

What Information Would You Like to Receive?

- Summary of Current Grades and Attendance.
- Detail Report Showing Assignment Scores for Each Class.
- Detail Report of Attendance.
- School Announcements.
- Balance Alert (Note: will only be sent when student is low on funds).

How Often?

Email Address

Additional Email Addresses
(separate multiple email addresses with commas)

Apply These Settings to All Your Students?

Send Now For Paxton?

Lastly:

Please be sure to always hit the Submit button. Please note, You can make changes to this configuration screen at any time. Upon hitting the Submit button, the changes will take effect.