

PowerSchool Email Notification Guide

PowerSchool offers parents the opportunity to have daily, weekly, bi-weekly or monthly emails sent to their email accounts. The notification screen, shown below, allows parents to select their preferences for automated notification of student information.

PowerSchool Email Notifications [Click here to view the PowerSchool Email Notification Guide](#)

Check the boxes next to the information you would like to receive, choose how often you want to receive emails and click the Submit button. Weekly, bi-weekly and monthly emails are sent on Mondays.

1. What information would you like to receive?

2. How often?

3. Email Address(es) to be used:
Email Addresses that are checked from list the above.

4. Send now?

Summary of current grades and attendance

Detailed reports showing all assignment scores for each class

Detailed report of attendance

Daily

spotts_kevin@navy.mil,lynchd@guilford.k12.ct.us,kjhjk

There are four areas that need to be configured for PowerSchool email notifications to begin.

#1: The first item to configure is the type of information you want to receive. There are 3 options to choose from. (Note: The more you select the more email you will receive.)

- **Summary of current grades and attendance** - 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.
- **Detailed reports showing all assignment scores for each class** - 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)
- **Detailed report of attendance** - sends one email containing detailed attendance for each class enrolled in for the current term.

#2: Next, configure the "How Often?" option of the notifications. There are 5 options to choose from: Never, Once a Week, Once Every Two Weeks (recommended option), Once a Month, and Daily. Note: Because grades do not change dramatically over a short span, it is recommended that you not choose the Daily option. The best option to select is "Once Every Two Weeks".

#3: Email addresses are chosen by checking the check box next to the email addresses in the Alert Now section of the Email/Phone Notifications page.

#4: The final item, "Send Now?", 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. The server sends the emails automatically on Mondays. Note: You can make changes to this configuration screen at any time. Upon hitting the Submit button, the changes will take effect

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.