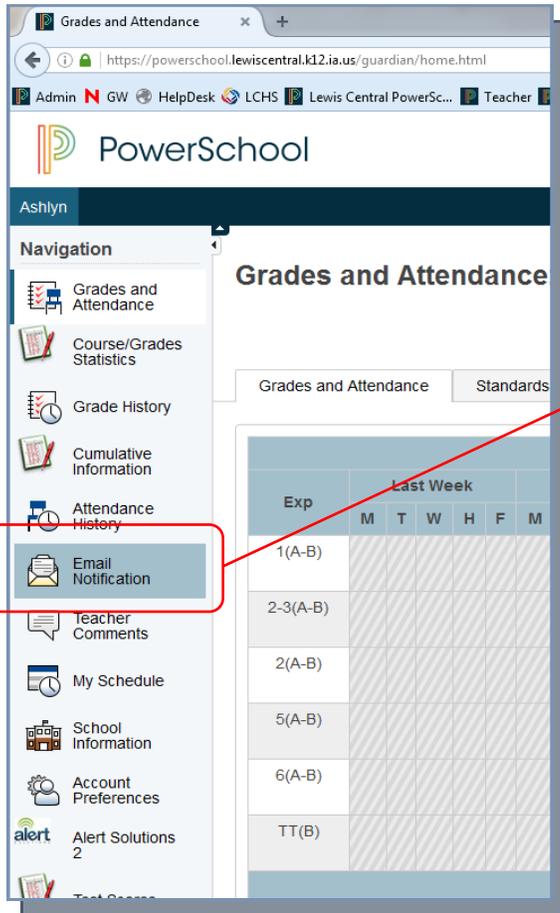


How to set up email notifications in PowerSchool.

We encourage all parents to set up and receive email notifications from PowerSchool. Report options vary from grade and attendance summaries to detailed attendance and assignment scores from each course. Below are the instructions for setting up email notifications. Please contact the high school main office if you have questions about PowerSchool log in or notifications.



Step 1—Log into your PARENT PowerSchool account. Setting up notifications under a student account will allow students access to turn off the notifications or change the notification settings. If you do not know your parent account information, call the main office at 712-366-8222.

<https://powerschool.lewiscentral.k12.ia.us/public/home.html>

Step 2— Select “Email Notifications” on the student home screen.

Contact Information	
Email Address	jvinchattle@lewiscentral.org
Additional Email Addresses	<input type="text"/> <small>(separate multiple email addresses with commas)</small>

What Information Would You Like to Receive?	
Summary of Current Grades and Attendance.	<input type="checkbox"/>
Detail Report Showing Assignment Scores for Each Class.	<input type="checkbox"/>
Detail Report of Attendance.	<input type="checkbox"/>

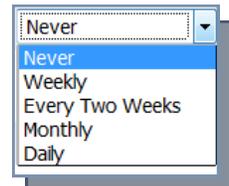
Frequency	
How Often?	Never
Apply These Settings to All Your Students?	<input type="checkbox"/>
Send Now For Ashlyn?	<input type="checkbox"/>

Step 3—Check to see if your email address is correct. Incorrect email addresses can be updated under “Account Preferences”

Step 4— You may add additional emails for notifications. Separate multiple email addresses with commas.

Step 5— Select what information you would like to receive.

Step 6— Select how often you would like to receive the notifications. Frequency options are shown below.



Step 7— Hit “SUBMIT”