

## Parent Directions—School Messenger (Alert Notification System):

Log on to PowerSchool through your PARENT portal & click the “arrow” symbol on top right of screen

The screenshot shows the PowerSchool Parent Portal interface. The user is logged in as Alison Link. The main content area displays the 'Grades and Attendance' page for Link, Easton J. The page includes a navigation sidebar on the left with options like 'Grades and Attendance', 'Grade History', 'Attendance History', 'Email Notification', 'Power Announcement', 'Teacher Comments', 'School Bulletin', 'Class Registration', 'My Calendars', 'School Information', and 'Account Preferences'. The main content area shows 'Attendance By Class' and 'Attendance By Day' tables. The 'Attendance By Class' table has columns for 'Exp', 'Last Week', 'This Week', 'Course', 'Q1', 'Q2', 'Q3', 'Q4', 'Absences', and 'Tardies'. The 'Attendance By Day' table has columns for 'M', 'T', 'W', 'H', 'F', 'M', 'T', 'W', 'H', 'F', 'Q3', 'Absences', 'YTD', 'Q3', 'Tardies', and 'YTD'. A legend at the bottom explains the attendance codes.

Last Week		This Week		Course	Q1	Q2	Q3	Q4	Absences	Tardies
Exp	M T W H F	M T W H F								
Attendance Totals										
0										

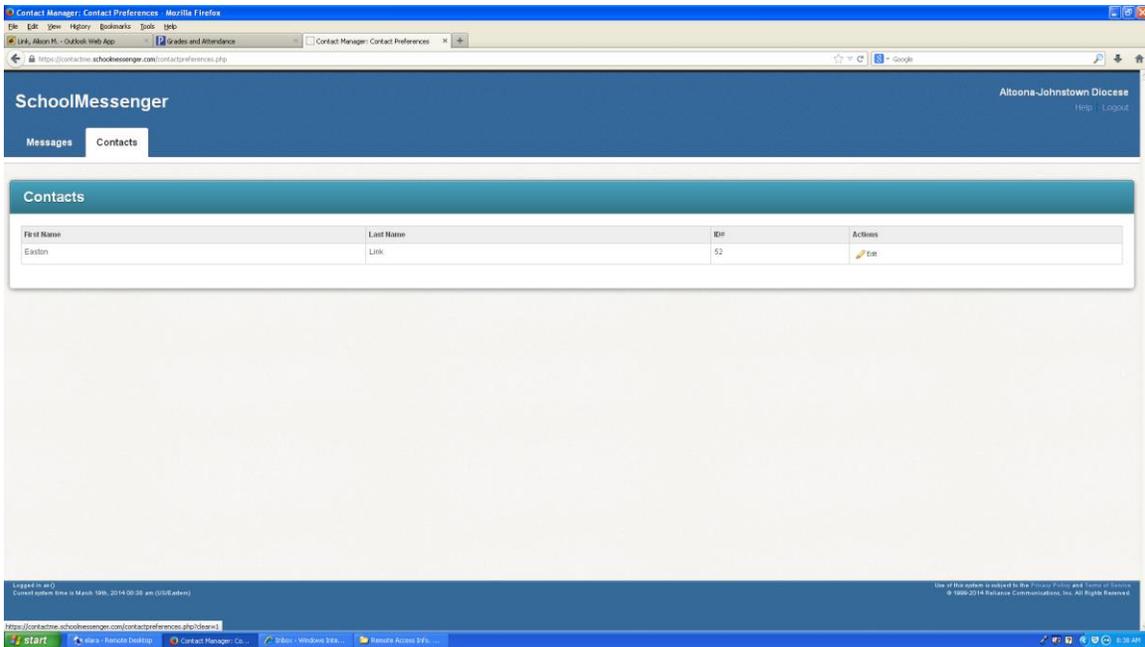
Last Week		This Week		Absences	YTD	Q3	Tardies	YTD	
M	T	W	H						F
Attendance Totals									
0									

**Legend**  
Attendance Codes: Blank=Present | F=Field Trip/Spot Event | X=Student is not present | T=Tardy with excuse | L=Tardy with pink slip or no written excuse | U=Absent without an excuse | OSS=Out of Sch Suspension | CV=College Visit | A=Absent w/ excuse | E=Out of Building | UH=Half Day unexcused | EH=Half Day Excused | ISS=In School Suspension | R=Release |  
Citizenship Codes: S=Satisfactory | U=Unsatisfactory

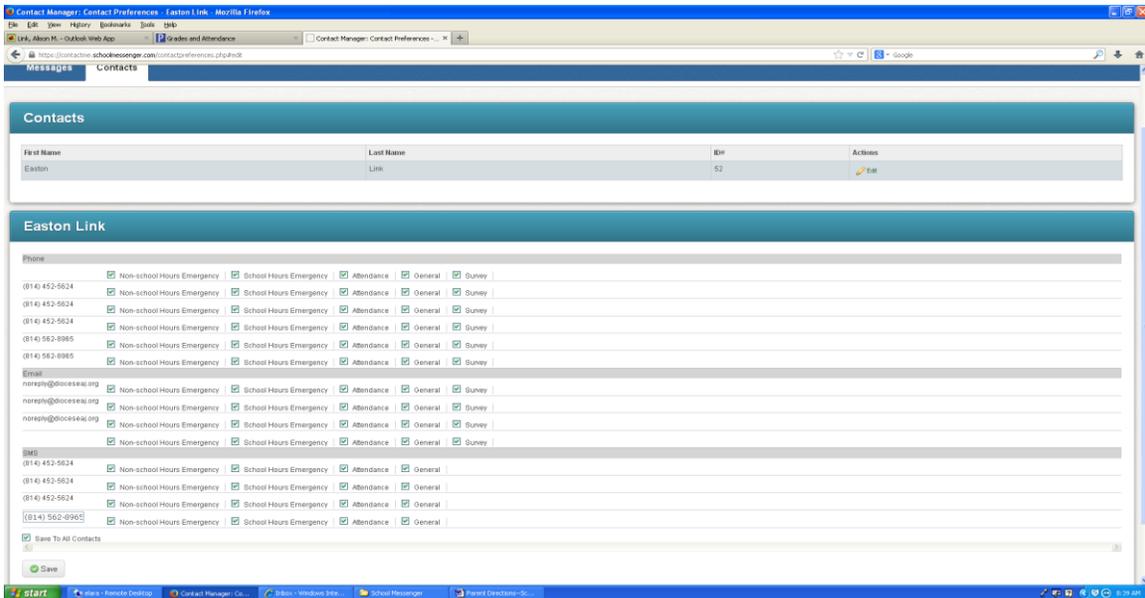
Click “Contact Manager”

The screenshot shows the PowerSchool Parent Portal interface with the 'Applications' dropdown menu open. The menu lists 'Contact Manager' and 'Registration For SchoolMessenger - Contact Manager'. The 'Contact Manager' application is selected, and its description is 'SchoolMessenger - Contact Manager'. The main content area behind the dropdown is dimmed, showing the same 'Grades and Attendance' page as the previous screenshot.

Click “Contacts” tab on top left of screen



Click on “edit” under ‘actions’



We have automatically signed all your numbers up to receive alerts. You can un-check mark boxes by certain numbers & message types if you do not wish to receive them.

**If you DO want to receive text messages then please text “y” to 68453 to opt in. Or when you receive the opt in text message text “y” to reply. You will then receive another text confirming your choice. You MUST do this to receive text messages. You will only have to do this once.**