

Setting up E-mail Notifications in Family Access

Guardians have the ability to set E-mail notifications in Family Access for your student(s). You can choose attendance notifications (all grades) and grade notifications (grades 6-12).

1. Login to Family Access
2. Choose My Account

- A. You can choose to receive an Attendance E-mail Notification for your child. An e-mail will be sent to you whenever your child is marked absent or tardy.
- B. You can choose to receive an E-Mail Grading Notification if any of the criteria listed are met. Setting a Low Assignment/Class Grade Percent will ensure that you are notified if your child receives an Assignment or class grade that is at or below this value.

The primary parent - listed first in Family 1 - sets these thresholds for the family.

- C. You also have the option to receive progress reports for your child. Once this is selected, you are able to specify how often the progress report will be sent to you via an E-mail notification.

My E-mail Notifications

Receive Daily Attendance Notifications For My Student(s) **A**

Grading:

Receive Daily Grading Notifications For My Student(s) if one of the following happened:

Low Assignment/Class Grade Percent

High Assignment/Class Grade Percent **B**

- Student has missing assignments in the current term.
- Student received an assignment score less than the Low Assignment Percent in the last week.
- Student's current Progress Report grade is less than the Low Class Grade Percent in a class.
- Student received an assignment score more than the High Assignment Percent in the last week.
- Student's current Progress Report grade is more than the High Class Grade Percent in a class.
- Student's grade mark has changed for a past term.

Progress Report:

Receive Progress Reports For My Student(s) **C**

Receive on the first of each month (Monthly)

Receive every Saturday (Weekly)

Receive every day (Daily)

Save
Back

It is very important to keep your email address up to date. Choose Change my Email to update your email address.

Account Info Print Logout

Change My Login

Change My Password

Change My Email