Guardians have the ability to set E-mail notifications for attendance (all grades) and grades (grades 6-12) in Family Access.

1. Login to Family Access
2. Choose E-Mail Notifications from the General Information Area
3. Choose Change My Notifications

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 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.

![Image of My E-Mail Notifications screen]

It is very important to keep your email address up to date. To double check or update your email address, choose Account Info from the top right. Choose Change my Email to update your email address.