How to receive email notifications from PowerSchool

PowerSchool allows parents to request email notifications for grades and attendance. You can choose to receive summaries or detailed reports. You can also choose the frequency of these reports. You must have a parent PowerSchool account that is associated with one or more students to receive email notifications. Please refer to THIS DOCUMENT if you need instructions on setting up a parent account.

PLEASE FOLLOW THESE STEPS

- Log into our PowerSchool server - ps.ogschool.org
- Click "Email Notification" on the left side of the page
- Choose your options and click submit.

NOTIFICATION OPTIONS

Email Notifications: Fakerson, Fakey

Contact Information

Account Email	fake@fake.com

What Information Would You Like to Receive?

Summary of Current Grades and Attendance	☑ ← **Choose one or more of the first three options.**
Detail Report Showing Assignment Scores for Each Class	☐
Detail Report of Attendance	☐
School Announcements	**We do not currently use either of these in PowerSchool. If this changes, we will let you know!**
Balance Alert (Note: will only be sent when student is low on funds)	☐

Additional Notification Emails

Email Address(es) **You can opt to have this information sent to other email addresses, too.**	mom@fake.com,dad@fake.com (Separate multiple email addresses with commas)

Frequency

How Often? **Daily, weekly, two weeks, monthly, or never**	⌄
Apply These Settings to All Your Students?	☐
Send Now For Fakey?	☐ ← **Checking this box will send you a report as soon as you click "Submit."**