

Updating Parent Contact Preferences in PowerSchool:

Through our partnership with School Messenger, parents will have the ability to customize the contact they receive from the District. Please follow the steps below to update your preferences. Please note that if you have a change of address, phone or email, you must contact the main office in your child's building to update that information.

1. Log into your parent **PowerSchool** account.

2. Select **SchoolMessenger** from the options on the left side of the page.

3. Select your initials in the round icon on the top right section of the page and select **Preferences** from the menu

4. Under **My Contact information** select the contact method (phone number, email etc.) and click the boxes to opt that contact in for messages. Note that most messages are sent under the "general" category, but emergency options are available in the event that an urgent message needs to be sent out.

5. Under **My Message Preferences**, click on each box to review and update your current preferences by category. Select the contacts you want to receive messages for each category listed. Note that most school delays or closings are sent under the "general" category as they typically occur before 5:30 a.m. In the event of a last-minute alert, emergency settings would be used to ensure that we reach all parents.

6. Click the blue **SAVE** button for any changes that are made.

7. If you do not see all family contact in the preferences screen, please select **My Contacts** and then **Find Contacts with a different email**. Follow the directions to verify and add these contacts to the account.

