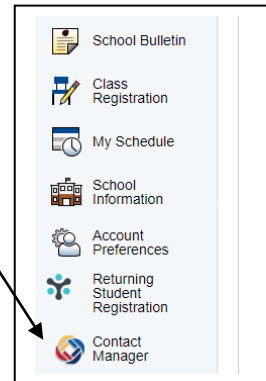


Updating Parent Contact Preferences in PowerSchool:

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 **Contact Manager** from the options on the left side of the page.
3. Select the Menu icon next to the School Messenger heading, and chose **Preferences** from the menu



4. Under **My Message Preferences**, click on each box to review your current preferences.
5. 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. Click the **Save** button to submit your information.

If you do not have a parent PowerSchool account, please contact your child's counselor for the necessary passwords for creating an account.