Site Basic - Parents: My Family Menu | Contacts

Contacts Menu / Contacts Tab

This area is where you can view and possibly edit contact data. You may also have the ability to include contact information for messaging (i.e. receiving email, text) and/or to receive notifications such as when your student is marked absent.

View/Edit Contact	**Messaging**	**Notifications**

> **Messaging and Notifications only apply to Primary contacts.**

> **Note - your school adminsitration may not allow parents to make updates to these pages. If that is the case, contact your school directly to notify them of changes needed.**

View/Edit Contact

This shows a list of individuals who have been designated by you to be associated with your student(s). The name of the person, the relationship to the student, a home, work, and cell phone number are listed.

Names highlighted in pink are the primary contacts for your family. Under the red-cross icon you will find a check mark beside the name of the people to contact should there be a medical emergency with

your student(s).

Secondary contacts are listed as well. A secondary contact comes into play if more than one family shares the child. The non-primary family is listed as a secondary contact.
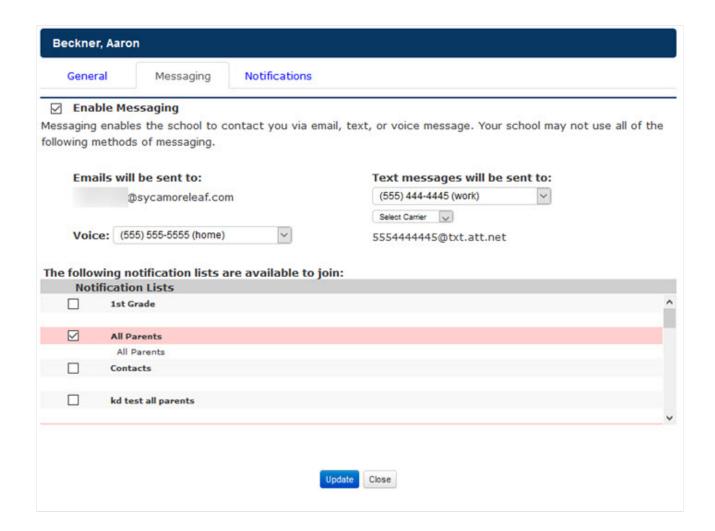
> **Contacts of the secondary family do not list any of the contacts from the primary family.**

To delete a contact you will need to contact the school. You can update contacts, if the school allows it, by clicking on the contact's name in blue. You will have the option to edit emergency and authorized pickup settings for new and existing contacts. You may also add a new contact by clicking on the 'New Contact' button, if allowed by the school.
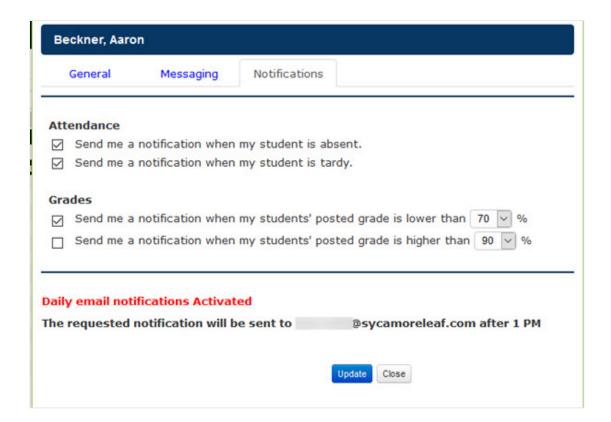
Messaging

Click on the Primary contact name link in blue and go to the Messaging tab. Select a phone number from the text and/or voice drop-downs. Your email address will be pre-populated. If your school uses notification lists (e.g. an All Parents list or 8th Grade Choir), then you can add yourself to any of the available lists.

Notifications

You can choose to be notified based on Attendance and/or Grades. After clicking on the Primary contact's name in blue, go to the Notifications tab. Check if you want to receive an email when your student has been marked absent and/or tardy, You can also receive an email based on posted grades that are higher or lower than a percentage you select. Once you make your selections and click Update, you will see a message saying your daily notifications have been notified. It will tell you the time the emails go out, which is a time set by the school.

Beckner, Aaron

General　　　Messaging　　　Notifications

Attendance
☑ Send me a notification when my student is absent.
☑ Send me a notification when my student is tardy.

Grades
☑ Send me a notification when my students' posted grade is lower than [70 ▾] %
☐ Send me a notification when my students' posted grade is higher than [90 ▾] %

Daily email notifications Activated

The requested notification will be sent to ▭▭▭ @sycamoreleaf.com after 1 PM

[Update] [Close]

Posted grades are based on what was posted, since the last notifications went out.

> **Posted Grade refers to the posted average grade for a class, not an individual assignment grade.**