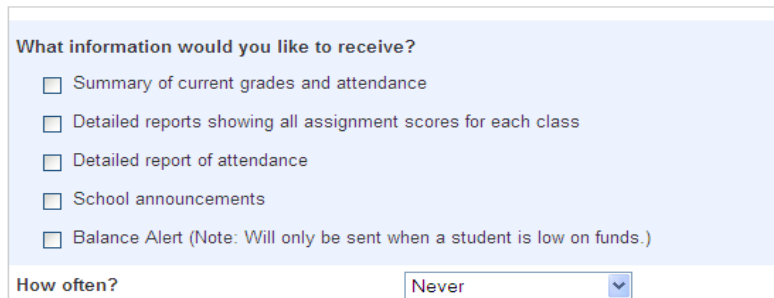


Anchor Bay Schools Parents,

The new single sign-on Parent Portal is up and running. You are now able to attach all of your students to an account that you have created. We would like to go over some new features pertaining to the Progress Report that is available to you.

When you log into the portal, with the account you have created, there is an icon for “email notifications.” Below is the information page that appears when you click on the icon:



The screenshot shows a form titled "What information would you like to receive?". It contains five checkboxes, each followed by a description of the information type. Below the checkboxes is a "How often?" label and a dropdown menu currently set to "Never".

Information Type	Frequency
<input type="checkbox"/> Summary of current grades and attendance	Never
<input type="checkbox"/> Detailed reports showing all assignment scores for each class	Never
<input type="checkbox"/> Detailed report of attendance	Never
<input type="checkbox"/> School announcements	Never
<input type="checkbox"/> Balance Alert (Note: Will only be sent when a student is low on funds.)	Never

If you choose “Summary of current grades and attendance” you will receive one email with all the class grades in it. This is a progress report for your student at the present time.

If you choose “Detailed reports showing all assignment scores for each class” or “Detailed report of attendance” you will receive multiple emails, one for each teacher and class your student has. This is also a progress report for your student at the present time.

The School announcements and Balance Alerts are not set up at this time.

You will also have the choice of how often you would like to receive these emails. Please indicate your choice so the emails can be sent.

Once you have started receiving the emails please remember that the system is generating these not the teachers. If you respond to the system generated email you will be notified that the mailbox is not monitored. Please email the teacher directly with any concerns you may have.

If you have any questions please contact your school office.

Thank you,
Anchor Bay Schools