



# Parent Portal Contact Preferences

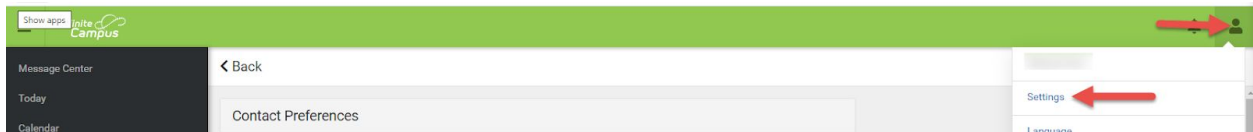
April 15, 2020

In the Contact Preferences area, Parents/Guardians can indicate which types of messages (high priority, attendance, and general notices) should be directed to each phone and/or email address by placing a check mark (clicking) in the corresponding box.

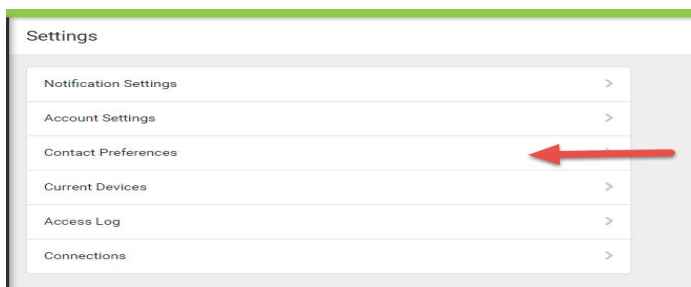
Parents/Guardians can indicate which phone number and/or email address should not receive messages by removing the corresponding check mark. However; Parents/Guardians are encouraged to have at least one contact preference for each type of message.

Parents can make changes to their own phone and email contact information.

Once signed into your parent portal you will select the user menu in the top right hand corner and select settings.



Select Contact Preferences. This is where you can select where and how you receive messages from your school and/or the School District. If you have a check mark next to each phone number and email address for voice and text, you will receive a message on each number and email address.



*Note: Behavior notifications are not currently used.*

HOUSEHOLD PHONE -3808	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CELL PHONE -2934	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
WORK PHONE -7074	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This Parent would get a call and text to every number listed.