PowerSchool Emails & App

1) **Email:** If you would like to, you may go to PowerSchool & set it up to receive an automatic weekly email providing information about your child's grades.

Follow these steps:

1) **Log in to PowerSchool**
   - *You may go to the district website (www.msd321.com) → Click the "**Parents**" button → Click "**PowerSchool**" on the dropdown menu → Sign in (or Create an Account).*

2) Once you are in your child's account, click "**Email Notifications**" (left hand column).

3) Make sure the **email address** they have at the top is the one you'd like to use.
   - *If you would like someone else to receive the automated emails as well, you may add their address in the box.*

4) Click on the box to select "**Detail Report Showing Assignment Scores for Each Class**."

5) At the bottom, where it says, "**How often**?" Select "**Weekly**."

6) Click "**Submit**" (bottom right corner).

2) **App:** You may also get the **PowerSchool App**. It makes looking up grades super easy! Don't forget to click on the letter grade for each assignment so you can see teacher comments on it!

> To set up the app, you will need the district code:
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> ## WWKL

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Student First & Last Name _____

Please check all that apply:

____ **I set up PowerSchool to send me weekly emails showing my child's grades. I understand I can only view teacher comments on assignments if I go to the PowerSchool website.**

____ **I will monitor my child's grades on the PowerSchool App.**

____ **I will monitor my child's grades on the PowerSchool website.**

Guardian Signature _____ Date _____