

CONTACTS and EMAIL ADDRESSES

Dec. 2019

Parent Access Emails: Added to Power School when a Contact (Parent/Guardian) creates a Web Access Account (Parent Access Account). Edited under the Contact Details screen in the Web Account Access section.

Used for the below Power School Alerts:

- Summary of Current Grades and Attendance
- Detail Report Showing Assignment Scores for Each Class
- Detail Report of Attendance
- School Announcements
- Balance Alerts, as well as the email to which the Password Reset emails are sent. These are all the same as before PS12/19 was released and installed. However, they are now edited under the Contact's screen under the "Web Account Access" section.

Contact Emails: Added to Power School when a PowerSchool Admin user enters these emails under the "Email Addresses" section of the Contact Details screen or if a third-party system (Reg Gateway) pushes emails Power School. The first email in this list is the one that appears on the Student's Contacts screen under the First and Last Name of the Contact.

How they are (Actually are NOT) related:

- Parent/Guardian creates a Parent Access Account, it WILL NOT be added to the "Email Addresses" section in Contact Details.
- If a Parent/Guardain needs to have their Parent Access Account email address updated because they no longer have access to that email, then it should be updated in BOTH the Web Access Account and the Email Addresses section of the Contact Details screen.