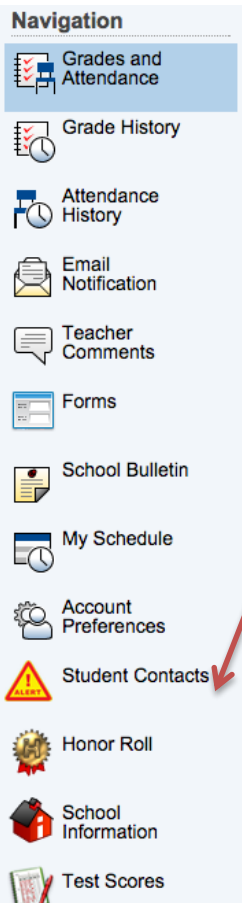


Entering Student Contacts in the PowerSchool Parent Portal

How do I enter contacts for School Messenger?



After you have successfully created a parent account please take the time to enter students contacts for each of your children.

- 1- On the navigation menu click the student contacts button to enter information.
- 2- It is best to add at least one parent but both is better.
- 3- Under the emergency contact section it is a good idea to list anyone who may need to pick up your child (babysitter, grandma, neighbor) or anyone you would want the school to call if there was an emergency and they were unable to locate you.
- 4- A phone and email are suggested for parents/guardians to ensure you can be reached in a emergency situation

What are the advantages of entering contacts?

If you are entering a contact for the first time you will click **ADD CONTACT**. It is best to check all of the notification types to ensure you don't miss anything. You can choose to receive them via email, phone, text or all three!

The different types of notifications are as follows:

- 1-**Emergency**-for a "BIG" school emergency like a school closure, lockdown etc.
- 2-**High Priority**- something you need to be notified about right away but not as serious as emergency
- 3-**General**- for non-emergency notifications like PTA newsletters, honor society meetings etc.
- 4-**Attendance**- this is a good safety check as well as notification that your child missed school, or a gentle reminder that you may need to excuse them for an absence

Contact Info		Options
Email: ?	<input type="text" value="Email"/>	<input type="button" value="Save"/>
Contact Options: ?		<input type="button" value="Cancel"/>
Notification Type	Enable	
Emergency ?	<input checked="" type="checkbox"/>	
High Priority ?	<input type="checkbox"/>	
General ?	<input type="checkbox"/>	
Attendance ?	<input type="checkbox"/>	
Survey ?	<input type="checkbox"/>	

Please remember to save after entering a contact and before moving to the next contact.