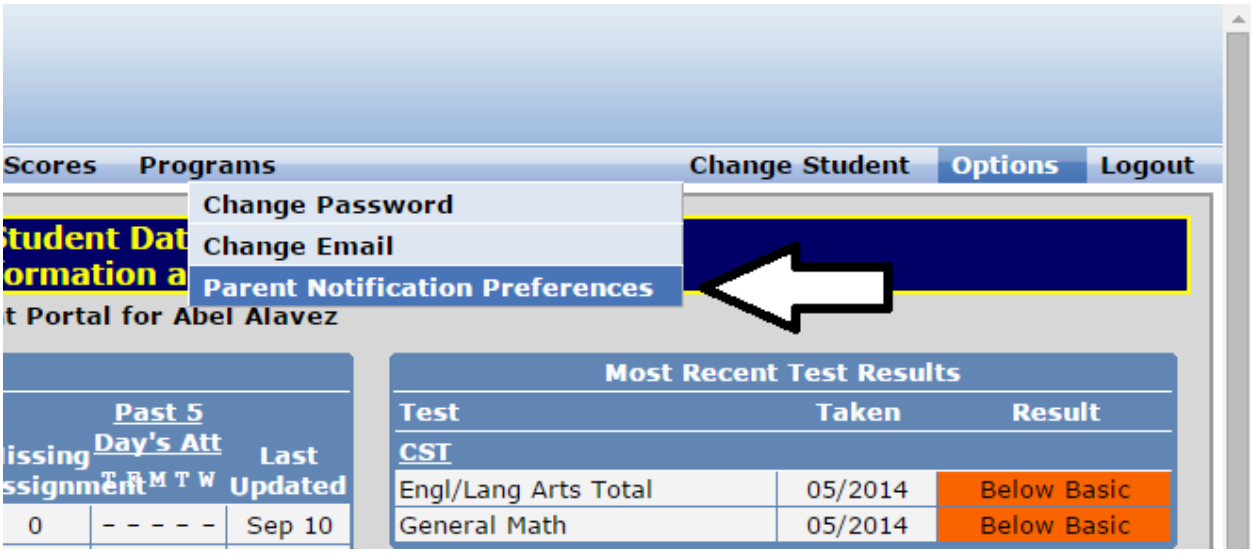
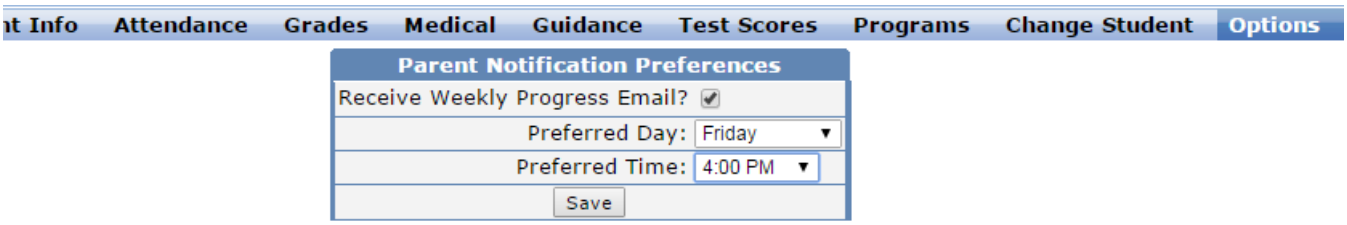
How to Set up Weekly Progress Emails

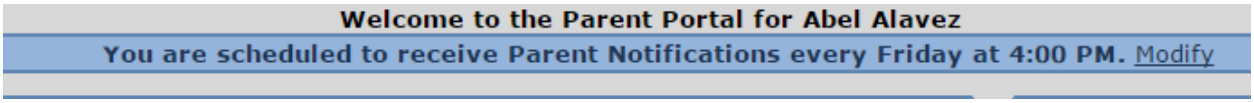
1. Once logged into your parent portal account, click the "Options" tab on the top right, and select "Parent Notification Preferences."



2. Check the box next to "Receive weekly progress email?" to initiate progress reports. Select the day and time you would like to receive progress reports.



3. Make sure to click "Save." When you return home, you should see the following message:



You're done! Thank you for helping your child be successful by receiving automated weekly progress reports!