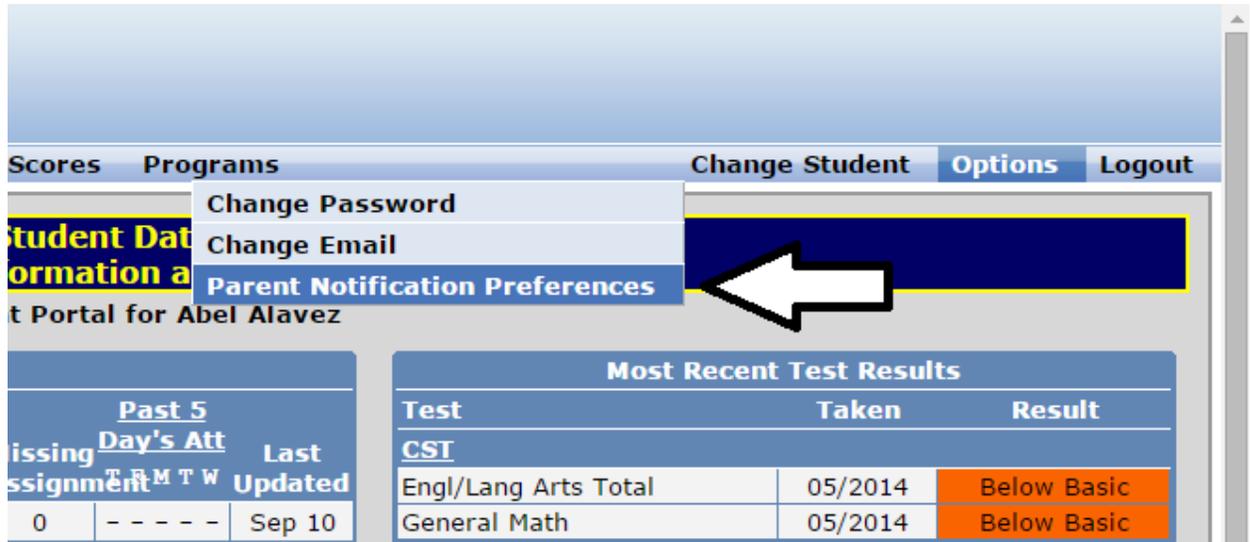


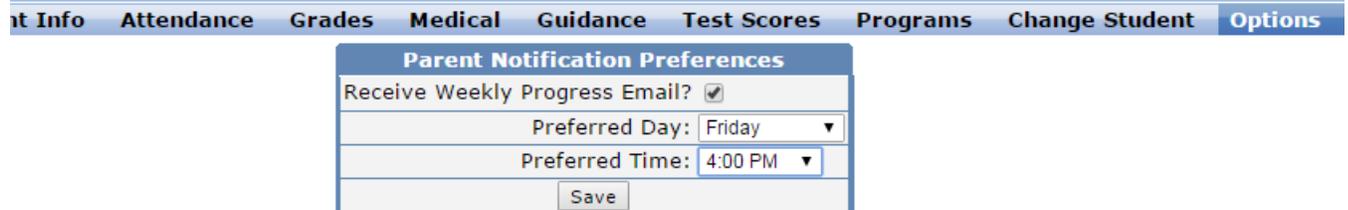
How to Set up Weekly Progress Emails

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



The screenshot shows the parent portal interface. At the top, there are navigation tabs: Scores, Programs, Change Student, Options, and Logout. The 'Options' tab is selected, and a dropdown menu is open, showing 'Change Password', 'Change Email', and 'Parent Notification Preferences'. A white arrow points to the 'Parent Notification Preferences' option. Below the navigation, there is a section for 'Most Recent Test Results' with a table showing test scores for CST, Engl/Lang Arts Total, and General Math. To the left, there is a section for 'Past 5 Days' attendance and assignment status.

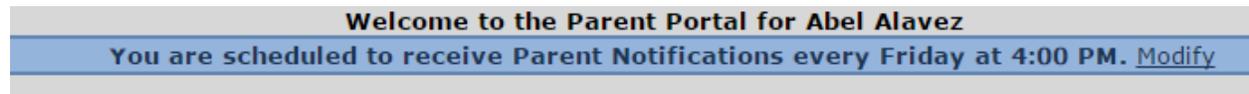
2. Check the box next to "Receive weekly progress email?" to initiate progress reports. Select the day and time you would like to receive progress reports.



The screenshot shows the 'Parent Notification Preferences' form. It has a title bar 'Parent Notification Preferences' and a 'Save' button. The form contains the following fields:

- Receive Weekly Progress Email?
- Preferred Day: Friday (dropdown menu)
- Preferred Time: 4:00 PM (dropdown menu)

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



The screenshot shows a welcome message in the parent portal. The message reads: "Welcome to the Parent Portal for Abel Alavez" followed by "You are scheduled to receive Parent Notifications every Friday at 4:00 PM. [Modify](#)".

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