


## Signing Up for Email Reports From Parent Portal



Melissa Cole Danica

**Navigation**

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification**
- Teacher Comments
- Ecollect Forms
- School Bulletin
- My Schedule
- Account Preferences
- Paperless Communications
- Contact Manager

Go to the Email Notification section

**Email Notifications:** [Redacted]

Choose the type of report you would like to receive (check all that apply).

Choose from this drop down menu how often you would like to receive these reports.

Add any additional email addresses you would like the reports sent to.

Additional options

Submit [Submit]

**What Information Would You Like to Receive?**

- Summary of Current Grades and Attendance.
- Detail Report Showing Assignment Scores for Each Class.
- Detail Report of Attendance.

**How Often?** [Never]

**Email Address** [Redacted]@newpaltz.k12.ny.us

**Additional Email Addresses** [Text Box]  
(separate multiple email addresses with commas)

Apply These Settings to All Your Students?

Send Now For Melissa?