



HOW TO RECEIVE NOTICES THROUGH POWER SCHOOL

To receive an email on a regular basis on your child(ren)'s progress at school, **including current lunch account balances**, please follow these steps:

Log in to PowerSchool at <http://wels.powerschool.com/public> and enter in your log in information.

(If you have not set this up before, refer to the instruction sheet which was sent home at the beginning of the school year.

If you no longer have your sheet, contact the office and one will be sent to you.)

Click the "Email Notifications" on the left-hand menu. Specify which information you would like to receive by selecting the appropriate checkboxes:

- Summary of current grades and attendance
- Detail report showing assignment scores for each class
 - Lunch Balance Alert

Specify the rate at which you want to receive the selected information from the pop-up menu, verify your email address is correct, apply various settings, and select "Submit."

A confirmation message will appear, showing that your settings have been saved.

You may also choose to view your child(ren)'s balances by selecting the "Balances" icon in the left hand menu.

Please contact the office if you have any further questions.

Thank you!

