

PARENT PORTAL CONTACT INFORMATION MANAGEMENT

This is a step by step guide for parents and guardians to select how they want to receive school and division messages.

1. Log in to Parent Portal like normal.
2. Once you've logged in to Parent Portal, click on contact preferences at the bottom of your main page menu. You will see a page with different contact options and different message types.
 - Emergency messages are only sent with urgent, time sensitive messages such as school closings, delays, lockdowns, etc.
 - Attendance messages are sent to you to let you know your child was absent from school.
 - The behavior category is not currently used by Lynchburg City Schools.
 - General Notifications are for all other non-emergency messages.
 - Priority Notifications are not currently used by Lynchburg City Schools.
 - Teacher notifications come straight from your child's teacher if they use this method of communication.
3. Each parent or guardian has their own account and can set their own preferences.

EXAMPLE:

If I am the mother of John Doe, I can set my preferences for how I want to receive all of my messages.

For emergency messages, I want those as voicemail on my cell phone, text messages on my cell phone, and email. So I'm going to check those boxes accordingly.

For attendance, I want to receive these by email only.

I want to receive General Notifications only by email. (Verify that your email address is correct by scrolling up to the top of the page)

For teacher, I only have the email option. Teachers have the ability to send class notices. If you'd like to receive these emails from your child's teacher, please check the box.

Please note that this is only a sample, and you may arrange this in the way that fits your preferences best. We recommend that you leave at least one box checked for Emergency, Attendance, General, and Teacher, so that you do not miss out on important messages. Schools may or may not elect to use text messaging as an option. For General Notifications, it's recommended that you use at least the email option.

4. When you are finished, hit the save button at the bottom. These preferences take place immediately. You can change them at any time. Be aware that if you have no emergency options checked, you will not receive school-wide or division-wide emergency notifications.

However, your child's school will still have numbers on file to contact you when needed.

If you need to update your phone numbers, you can do so by clicking on "Household Information" in the main menu.