

## Notify, Email and Parent Portal

In an effort to improve communication between the school and the parents/guardians, Academy of Our Lady uses a telephone broadcast system, **Notify**, as well as **Parent Portal** and **Email**.

**Notify** is a telephone broadcast system that will enable school personnel to notify all households and parents by phone in the case of an emergency or for school announcements. **Notify** will simultaneously call all listed numbers provided by you on the Registration & Emergency Form, under Parent and School Messaging Information, and will deliver a recorded message from a school administrator. The message is delivered both live and to answering machines. You may unsubscribe from future notifications by calling the school office. REMEMBER, opting-out may cause you to miss important communications from the school.

**Email** from the school administrative system, Plus Portals or Notify is another way the school will get information to you. It is important that we have a correct email address in the school database, as scheduling information, report cards, Penguin Posts and Parent Portal are a few of the items that are sent through emails. Email address changes must be updated through the office.

**Parent Portal** is our portal system that will keep parents/guardians informed of the latest developments in the student's classes on a day-to-day basis. Also, teachers will email parents and students through Parent Portal. The student's schedule, homework assignments, tests, grades, special announcements, and web links are viewed through Parent Portal. **Parents must have an email account on file at the school in order to use the Parent Portal. You cannot receive a link to the Parent Portal without an email address.**

Your Parent Portal link will be emailed to you on Book Day, using the email address we have on record. Your email address is the user ID for your Parent Portal account. Your account is protected until you choose your own password. Your link is only available for 72 hours after it is emailed to you. After that time, you must call the office for another link to be emailed again.

Please call Mrs. Maryanne Paley at ext. 206 for concerns with any of these programs.