

Parent Missing Assignment Email Authorization

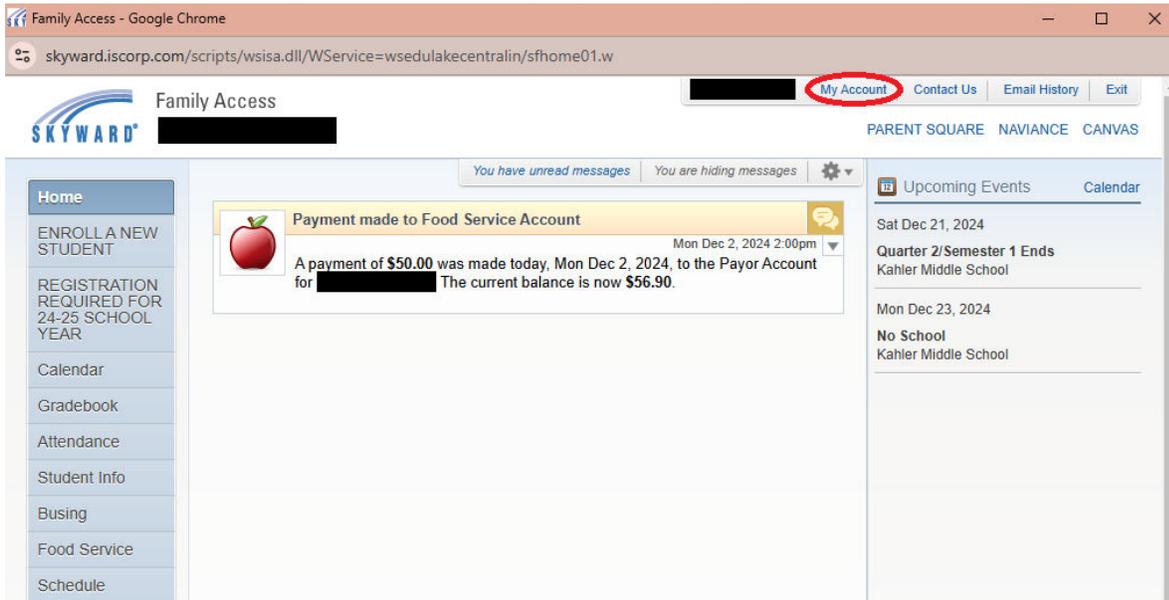
Teachers have set their Skyward gradebooks to automatically email parents once each day about the existence of any missing assignments.

But first, a parent must opt in by checking a box in their Skyward account, if they wish to receive these automated emails.

Below, you will find a step-by-step guide for how to set up your Skyward account to begin receiving emails when your student has failed to turn in an assignment on its due date.

Login to your Skyward Family Access account at <https://skyward.iscorp.com/SkySTSlakecentralinSTU/sso/Skyward/login>

Step 1: Select the **My Account** tab, top right on the page.



Step 2: In My Account, select the checkbox at the bottom of the page that enables email notification. It states, **"Receive Grading Emails for my student(s)"** Then **SAVE**.

