



Parent/Student E-mail Alerts (Report) Types

Parents and students can use the **Parent Internet Viewer (PIV)** application to have automated grade, attendance and discipline alerts sent directly to an e-mail address of their choice. To register for e-mail alerts, log in to the **Parent** or **Student Portal** and launch the **PIV** application. On the **Grade Summary** page, select the **E-mail Sign-up** link in the left column.

Descriptions of the available reports are listed below.

Alert (Report) Types

- **Automatic “Unexcused Absence” Notification:** An alert that is sent when the student has been marked with an unexcused absence from any class. For example, if the student has 6 classes, is absent all day, and the teachers have entered an unsatisfactory absence for all classes then the recipient will receive an e-mail alert the moment the attendance has been entered into the teacher’s gradebook for each class. In this case the recipient would receive a total of 6 e-mail alerts.
- **Standard Attendance Report:** A scheduled report that lists detailed attendance information and has totals of each attendance type (i.e. absences, tardies, etc.)
- **Standard Grade Report:** A scheduled report that lists summary grade information for the student in each marking period. The information in this report is similar to the summary grade screen seen on the PIV application.
- **Gradebook Report:** A scheduled report that lists all assignments and respective grades as well as a missing assignments report for each class the student is registered for.
- **Automatic Grade Notification:** An alert that is sent when the student’s 9-week grade average reaches the selected grade. For example, if the alert is set at a ‘D’, then the recipient will receive an alert for any class the moment the student’s 9-week grade average becomes a ‘D’ in the teacher’s gradebook. **SPECIAL NOTE:** The recipient will also receive an alert the moment the 9-week grade average goes back above the selected grade.