



Student/Guardian Email List

This is a new customization available on all district servers to build email lists for a select group of students and/or their parents and guardians.

Student Emails

Student emails are pulled from the built-in system field (same as what shows in the PT Gradebook).

They can be entered on the **Student Email** screen that is available under the **Information** heading when a student is selected. Enter the email address and submit.

The screenshot shows the PowerSchool interface for 'Email Configuration'. The left sidebar lists various information categories, with 'Student Email' selected. The main area displays the student's name 'Adair, Brandon' and grade '12 3' at 'AGHS1'. Below this, there is a form with a label 'Email Address' and a text input field containing 'badair@gmail.com'. A 'Submit' button is located at the bottom right of the form.

Student emails can't be imported at this time, but there is an import workaround available to avoid manually entering each email address. If you are interested, please contact the help desk to request assistance with this.

Parent Guardian Emails

Parent/guardian emails are pulled from the **guardianemail** field in the Students table. This field is populated by clicking the **Add to automated emails** button under the email for each student contact in the **Student Contacts** screen:

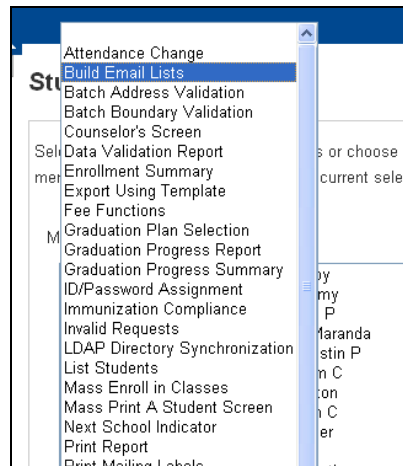
The screenshot shows a 'Contact Info' box. It contains the following information: 'Email: momanddad@PSSIS.com', a blue button labeled '+Add to automated emails', and 'Home: 706-275-7215'.

The emails selected will be displayed opposite **Automatic Email Reports email list**: in the form below the individual contact screens:

The screenshot shows a form with the label 'Automatic Email Reports email list:' on the left and a text input field on the right containing the email address 'momanddad@PSSIS.com'.

PowerSchool Admin - Group Functions

| Function | Description |
|---------------------------|-------------|
| Attendance Change | Changes |
| Batch Address Validation | Perform |
| Batch Boundary Validation | Perform |
| Build Email Lists | Creates |
| Counselor's Screen | Shows s |
| Data Validation Report | Performe |



Email Lists

Current student selection: 121

| Student | Email | Parent/Guardian Email |
|--|-------|-----------------------|
| All Student Email Addresses | | |
| Highlight, copy, and paste into the To field of a new email. | | |
| <div style="border: 1px solid gray; padding: 5px;"> <!-- Student Email List Content --> </div> | | |
| All Parent/Guardian Email Addresses | | |
| Highlight, copy, and paste into the BCC (blind carbon copy) field of a new email. This will prevent parents from seeing each others' email addresses, which should be kept confidential. | | |
| <div style="border: 1px solid gray; padding: 5px;"> <!-- Parent/Guardian Email List Content --> </div> | | |