April 2, 2020

Parents and Guardians,

At this time, teachers are contacting students via email and online. Student email addresses have been updated in our system. When teachers contact students through Teacher Access Center, if a parent has an alert set up in Home Access Center with a current email address, the parent can also get a copy of the email. We are asking that each parent log into their Home Access Center to set up a Classwork Alert so that the notifications can be sent.

When you are logged into Home Access Center, please also review your information under the Registration tab. If you do not have an email address listed or it is incorrect, please email one of the elementary school secretaries at clymer@idaschools.org or wehner@idaschools.org to update it.

Please follow the steps below to set up Email Alerts.

- Log into Home Access Center (contact the school office at clymer@idaschools.org or wehner@idaschools.org if you are unable to login)
- Hover over your name, in the upper right hand corner of the screen, with the cursor until a black box appears under your name
- Click on My Alerts (diagram 1)
- Put a checkmark in the box that says email (diagram 2)

Diagram 1:

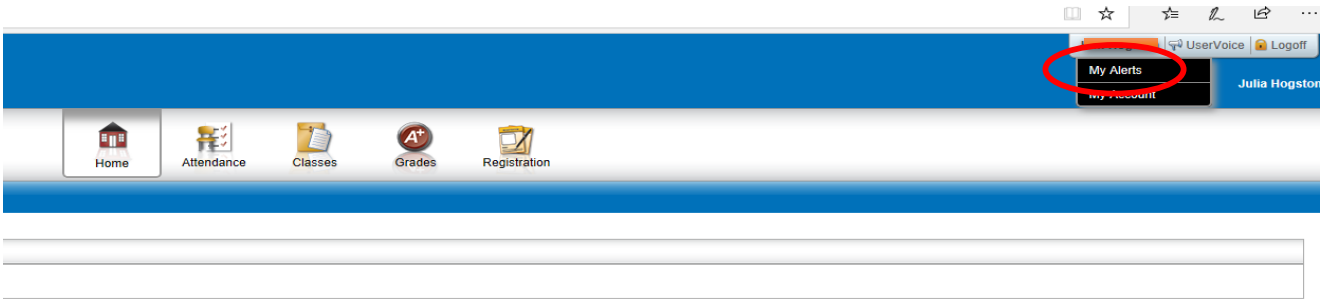
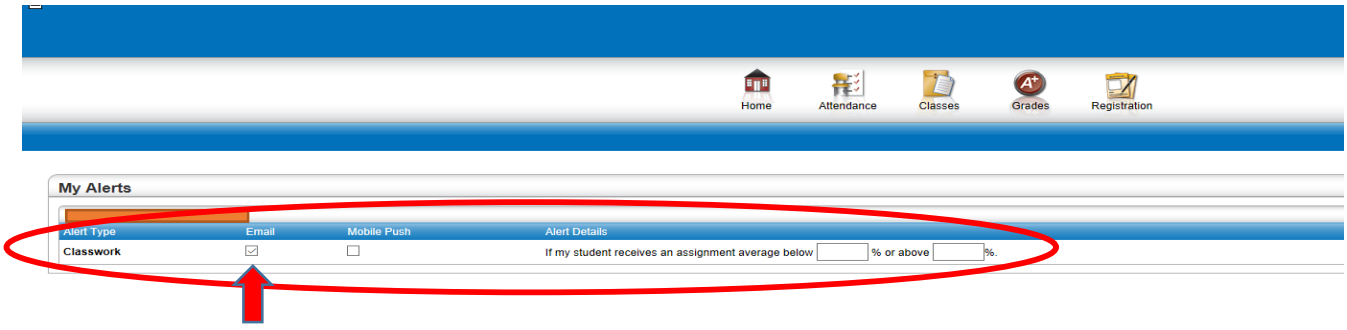


Diagram 2:



If you have any questions or concerns, please contact one of the high school office secretaries at clymer@idaschools.org or wehner@idaschools.org .

Thank you,

Bert Wagner

Principal