Setting up Automatic Email Notification in Power School

Parents can set up Power School to regularly and automatically send them an update of attendance and assignment grades earned by their students. This handy report provides a convenient, informative and timely way for parents to monitor their students' progress.

To activate this feature, parents first must logon to their Single Sign On account at https://trschools.powerschool.com/public/ (sometimes called the "Parent Portal").
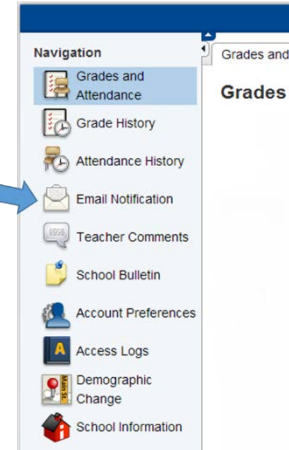
If this is your first time, you can find a detailed set of instructions for setting up your parent account on our website at trschools.org/parents/powerschool.

Once you have created an SSO account and logged on, click on "E-mail Notification"

Next, select the box for what type of information you want to receive. You may specify how often and include additional email addresses.

To test this feature, select the box "Send now for..." Finally, click on "Submit."

A detailed report should be sent within minutes to the e-mail(s) that you specified and then continue being sent automatically in the future.