

“Twin Peaks Middle School – A community working together to build success and inspire every child, every day.”

Attendance and Grade E-mail Notification

Dear Parents/Guardians:

There is a new tool to help strengthen the communication between the school and home that is essential to your child’s success. It is now easy for you to automatically receive an e-mail: if your child is tardy or misses a class, with a weekly update of assignments, and a notification of when your child’s grades drop below a percentage determined by you.

You will need to opt in by following the simple steps below.

Directions:

- Go to the Twin Peaks home page at <http://www.powayusd.com/pusdtpms/>
- Click the “MyPlan” button on the left ; you may need to scroll down
- Log in with your parent username and password*
- Click on “**Synergy Parent Portal**”, it’s a blue link in the “Student Attendance Box”
- Click on “My Account” tab on the top left side of the screen
- In the middle of the page you will see the following:

Auto Notify: Check the events below for which ParentVUE will e-mail information to you when an event occurs for any of your children

<input type="checkbox"/> Attendance	Notify me when my child is tardy or misses a class
<input type="checkbox"/> Grades	Notify me when my child's current term grades are posted
<input type="checkbox"/> Grade Book	Notify me with my child's gradebook scores

Send Messages Every

Only Send Messages when Grades are below: %

Go Paperless!! I only want to receive my child's report card on-line, do not send me a printed report card

Primary Email: Primary e-mail is required

Email #2:

Email #3:

Email #4:

Email #5:

- Check the boxes for the information you wish to receive
- You will need to indicate the day you want to receive the messages and the percentage in the boxes provided
- List the e-mail addresses where you would like to receive the information
- Click the update account tab below the e-mail addresses when you are done

***Note:** If you do not have your login information for My Plan, please contact the help desk at the district office at 858-521-2790.