

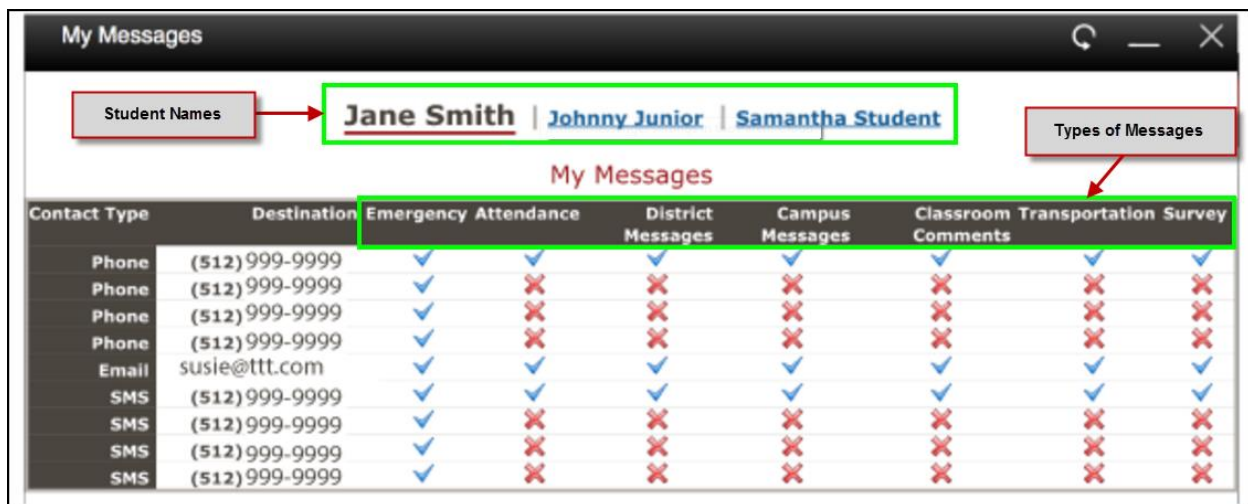
Messages from Austin ISD

Parents/Guardians can choose how to receive messages from Austin ISD that are sent by the District or Campus via SchoolMessenger and also from the teacher's gradebooks via Parent Self-Serve.

SchoolMessenger

Log into the AISD Parent Cloud and select the **My Messages** tile from the My Student menu.

A list of phone numbers and email addresses are listed in rows on this page. Columns along the top of the page will list the types of messages the district sends.



The screenshot shows a window titled "My Messages" with a search bar containing "Jane Smith | Johnny Junior | Samantha Student". Below the search bar is a table with columns for "Contact Type", "Destination", "Emergency", "Attendance", "District Messages", "Campus Messages", "Classroom Comments", "Transportation", and "Survey". The table contains several rows of data with checkmarks and X marks indicating message preferences.

Contact Type	Destination	Emergency	Attendance	District Messages	Campus Messages	Classroom Comments	Transportation	Survey
Phone	(512) 999-9999	✓	✓	✓	✓	✓	✓	✓
Phone	(512) 999-9999	✓	✗	✗	✗	✗	✗	✗
Phone	(512) 999-9999	✓	✗	✗	✗	✗	✗	✗
Phone	(512) 999-9999	✓	✗	✗	✗	✗	✗	✗
Email	susie@ttt.com	✓	✓	✓	✓	✓	✓	✓
SMS	(512) 999-9999	✓	✗	✗	✗	✗	✗	✗
SMS	(512) 999-9999	✓	✗	✗	✗	✗	✗	✗
SMS	(512) 999-9999	✓	✗	✗	✗	✗	✗	✗
SMS	(512) 999-9999	✓	✗	✗	✗	✗	✗	✗

A check mark means a message *will* be sent. An X mark means a message *will not* be sent.

For example, a check mark in the row next to a phone number and also under the column titled District Messages means you will receive a phone call with all district messages.

If you do not want to receive phone calls, emails or text messages for a certain type of communication, click on the check mark to change it to an X mark.

If you have more than one student in the district, you should see all of your students' names listed at the top of the page. You must change the message settings for each of your students by clicking on the student's name. If a student's name is not listed on this page, you should contact the school.

Emergency, Attendance, Early Dismissal and other school-related phone calls and emails will *always* be sent, no matter what is chosen in My Messages.

Emails about Student Attendance and Grading

You can choose how and when you receive emails from the teacher's gradebooks about your student's grades and attendance. These emails are sent daily and are *not* regulated by the My Messages (SchoolMessenger) settings above.

Follow the steps listed below to receive emails about student attendance and grading.

1. Log in to Parent Self-Serve at grades.austinisd.org (from mobile device or desktop computer)
2. Click on the **Notifications** tab.
3. Click on the radio buttons to turn emails on or off.
4. Select grade values from the drop down menus to control when a message is sent if the student's grade falls below a certain value.
5. Click **Save Notification Choices**.

Maintain Notifications
An email notification will be sent based on your selections below:
Attendance:
Unexcused Absences Off First Occurrence Only Every Occurrence
Tardies Off First Occurrence Only Every Occurrence
Daily Attendance Summary Off On
Daily Assignment Grades:
Missing Off On
Incomplete Off On
Grade Value Off Below
Grades:
Current Grading Cycle Off Below
Average Off Below
Progress Grades Off Below
Report Card Grades Off Below
Save Notification Choices

Daily Attendance Summary must be 'On' in order to receive notifications about Unexcused Absences and Tardies.