

**Instructions on how to update the parent communication program:**

**SIGNAL KIT**

**Here's how the parent can modify their attendance notifications:**

1. Sign into their parent portal.
2. Click on Communications on the top left hand corner (in between 'Home' and 'Student Info')
3. They will now be in Communications.
4. Click on the top left hand corner where their initials are in a round circle (some people may their picture here if they decided to upload a picture, otherwise it is a blue circle with their initials in it).
5. After clicking on their initials, a new menu will appear.
6. Click on 'Notifications' in the upper left hand corner.
7. From this new screen they can choose what medium they would like each type of announcement.