

# Parent Portal

## Why do you need a Parent Portal account?

The Parent Portal is your hub for managing family contact information, student lunch balances, attendance, report cards, express check-in as well as school and district communication. *If you do not have a Parent Portal account or if you do not set your email preferences appropriately (see below), you will not receive important school and district emails.*

## Need a Parent Portal Account?

If you do not have a Parent Portal account, need your password re-set or have any other questions about the Parent Portal, please send an email to [bportal@buffaloridgeelementary.org](mailto:bportal@buffaloridgeelementary.org). Mrs. Major, Librarian, will gladly reply to your email within 24 hours with instructions or answers to your questions.

**Set Your Email Communications** (see screen shot example below) Once you create a Parent Portal account, or if you already have a Parent Portal account, please make sure you are set to receive email for ALL communications. Please follow these steps --

- 1) Login to Parent Portal
- 2) Select "Change Contact Info"
- 3) Type your email address into the "Email Address" box or ensure your email address is correct if it is pre-populated
- 4) Check email communication boxes for ALL (high priority, attendance, snow day, general and teacher)
- 5) Click "Save"

Email Address:

	High Priority	Attendance	Snow Day	General	Teacher
Household Phone (303) _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone (303) _____	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone (303) _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email (carolyn.major@dcsdk12.org)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

† Your district may send some communications in languages other than English, if you prefer to be contacted in a another language please specify your preferred language.

Preferred Language



**Buffalo Ridge Elementary**