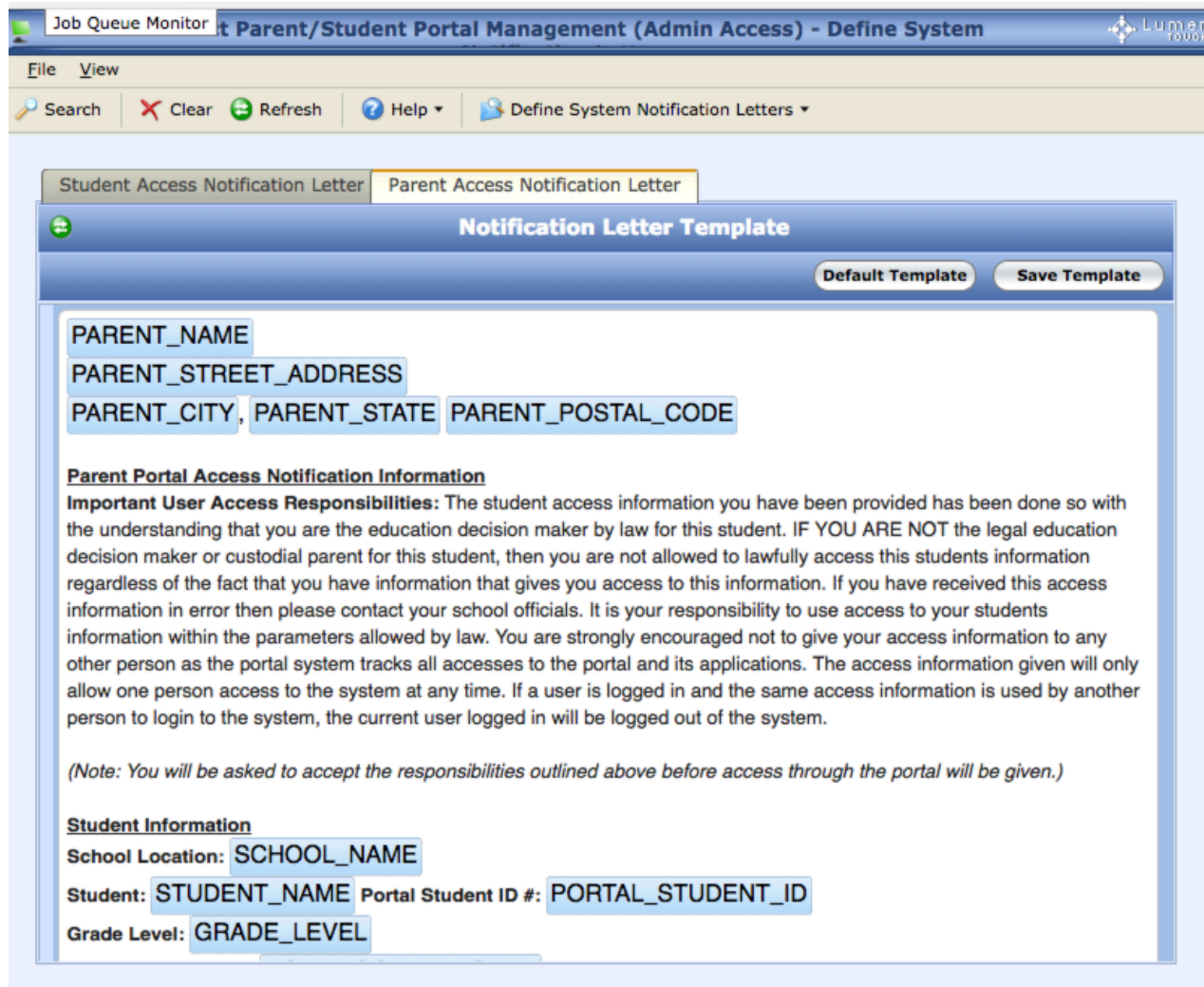


Notification Letters

A default notification letter is provided for both students and parents. They can be modified or replaced. This is the letter emailed or mailed/given to parents and students with the login information.

EzStart -> Lumen Touch - District Admin -> District Parent/Student Portal Management -> District Parent/Student Portal Management -> Define System Notification Letters

The blue text fields will display the data stored in the system. The text of the letter can be edited by clicking in the area. It will open the composer for editing. When finished, click Apply and then Save Template.



Job Queue Monitor Parent/Student Portal Management (Admin Access) - Define System

File View

Search Clear Refresh Help Define System Notification Letters

Student Access Notification Letter Parent Access Notification Letter

Notification Letter Template

Default Template Save Template

PARENT_NAME
 PARENT_STREET_ADDRESS
 PARENT_CITY, PARENT_STATE PARENT_POSTAL_CODE

Parent Portal Access Notification Information
Important User Access Responsibilities: The student access information you have been provided has been done so with the understanding that you are the education decision maker by law for this student. IF YOU ARE NOT the legal education decision maker or custodial parent for this student, then you are not allowed to lawfully access this students information regardless of the fact that you have information that gives you access to this information. If you have received this access information in error then please contact your school officials. It is your responsibility to use access to your students information within the parameters allowed by law. You are strongly encouraged not to give your access information to any other person as the portal system tracks all accesses to the portal and its applications. The access information given will only allow one person access to the system at any time. If a user is logged in and the same access information is used by another person to login to the system, the current user logged in will be logged out of the system.

(Note: You will be asked to accept the responsibilities outlined above before access through the portal will be given.)

Student Information
 School Location: SCHOOL_NAME
 Student: STUDENT_NAME Portal Student ID #: PORTAL_STUDENT_ID
 Grade Level: GRADE_LEVEL