

# Parent Missing Assignment Email Authorization

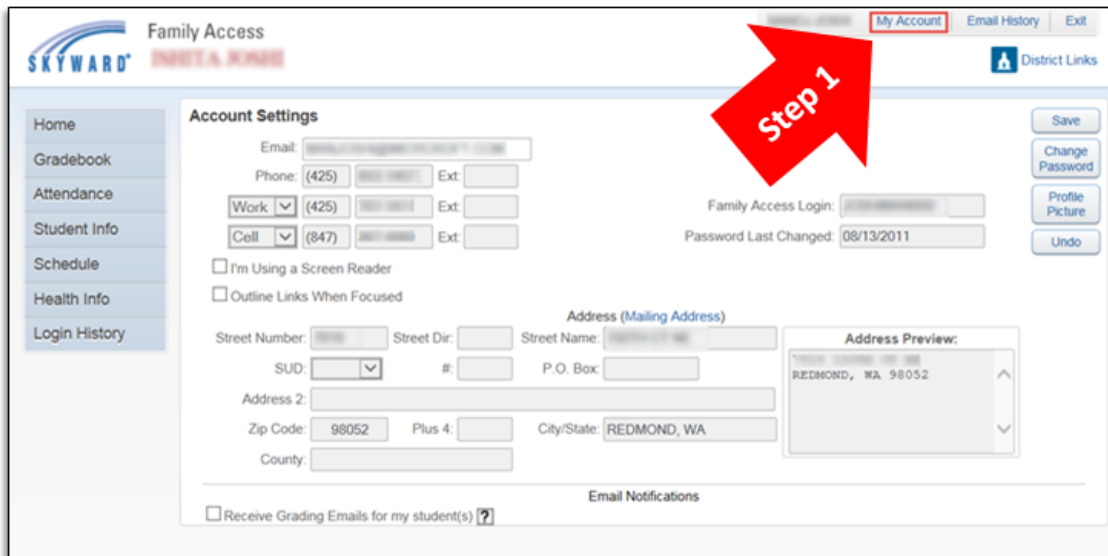
Teachers have set their Skyward gradebooks to automatically email parents once each day about the existence of any missing assignments.

But first, a parent must opt in by checking a box in their Skyward account, if they wish to receive these automated emails.

Below, you will find a step-by-step guide for how to set up your Skyward account to begin receiving emails when your student has failed to turn in an assignment on its due date.

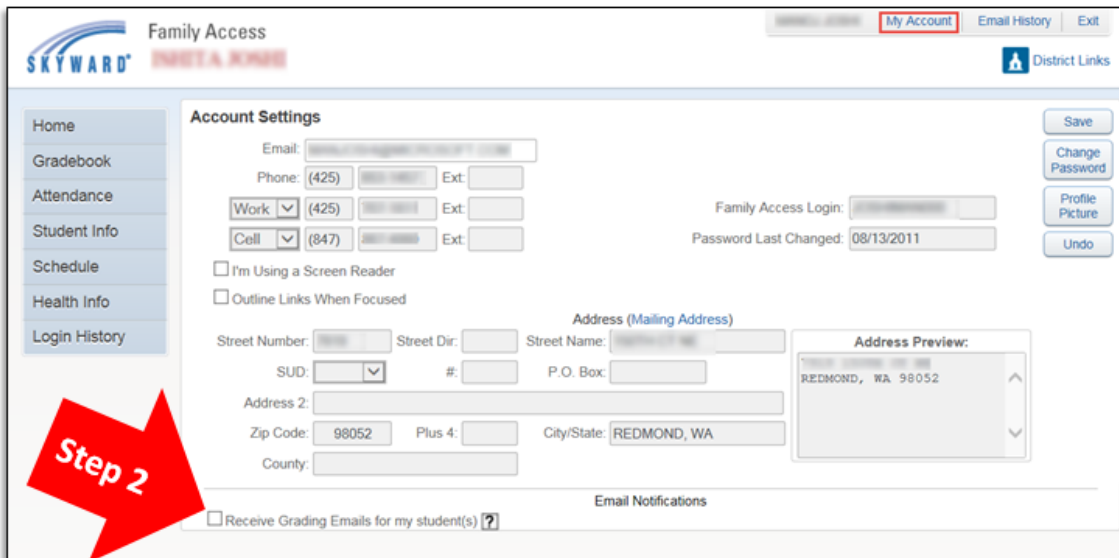
Login to [www.lwsd.org](http://www.lwsd.org), to access your LWSO account. Choose the **For Parents** tab, log in, and then click on Family Access. Then follow the steps below.

**Step 1:** Select the **My Account** tab, top right on the page.



The screenshot shows the Skyward Family Access interface. At the top right, the 'My Account' tab is highlighted with a red box. A large red arrow labeled 'Step 1' points to this tab. The main content area is titled 'Account Settings' and contains various input fields for contact information, including email, phone numbers, and address. At the bottom of the page, there is a checkbox labeled 'Receive Grading Emails for my student(s)'. The 'My Account' tab is also highlighted with a red box.

**Step 2:** In My Account, select the checkbox at the bottom of the page that enables email notification. It states, **"Receive Grading Emails for my student(s)"** Then **SAVE**.



The screenshot shows the same Skyward Family Access interface as the previous one. A large red arrow labeled 'Step 2' points to the checkbox at the bottom of the page, which is labeled 'Receive Grading Emails for my student(s)'. The 'My Account' tab is also highlighted with a red box.