



Update your Parent Portal Contact Preferences to receive important school and district messages!

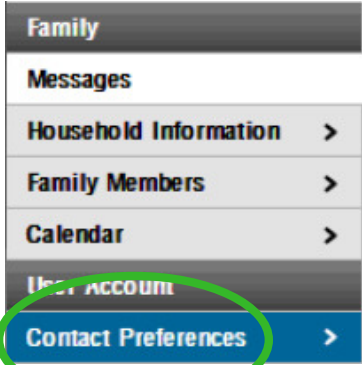
Examples: Snow day notifications, cancellations, 2-hour delays, informational alerts, important reminders, and more

#1: Log in to Parent Portal

To get to Parent Portal, visit www.ktufsd.org/ParentPortal or click the Grades icon at the top of any school/district webpage.

Don't have a Parent Portal account? Email ICportal@ktufsd.org with your parent/student information and request to update your preferences.

#2: Click "Contact Preferences"



(Choose Family to update contact info for each student.)

You must select **both** the Voice and Text options to receive voice and text messages for each phone number.

- **Emergency:** Urgent messages such as snow day cancellations
- **General Notification:** Any and all non-urgent messages
- **Attendance:** When your child is absent from school

#3: Customize each contact setting

		Emergency	Attendance	Behavior	General Notification	Priority Notification	Teacher
Household Phone (716)	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone (716)	Voice	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone (716)874-	Voice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Text (SMS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Email		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Behavior, Priority Notification and Teacher messages are not used at this time.