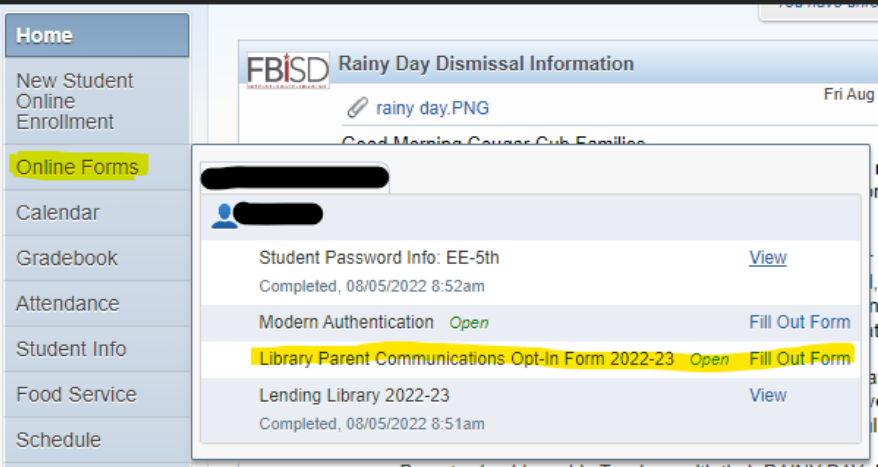


JOB AID: PARENT OPT-OUT OF GETTING EMAIL

QUESTION	ANSWER(S)
How does a parent opt-out of getting the email?	<p>Parent logs into Skyward and clicks on Online Forms. In Online Forms is the link for the Library Parent Communications Opt-In Form 2022-23. Click on the Fill Out Form hyperlink to change the answer to no.</p>  <p>The screenshot shows the Skyward user interface. On the left is a navigation menu with options: Home, New Student Online Enrollment, Online Forms (highlighted in yellow), Calendar, Gradebook, Attendance, Student Info, Food Service, and Schedule. The main content area displays 'Rainy Day Dismissal Information' with a 'rainy day.PNG' link. Below this is a user profile section for a student named 'EE-5th'. A dropdown menu is open, showing several items: 'Student Password Info: EE-5th' with a 'View' link, 'Modern Authentication' with an 'Open' link and a 'Fill Out Form' link, 'Library Parent Communications Opt-In Form 2022-23' (highlighted in yellow) with an 'Open' link and a 'Fill Out Form' link, and 'Lending Library 2022-23' with a 'View' link. The 'Fill Out Form' link for the Library Parent Communications Opt-In Form is the target for the parent's action.</p>