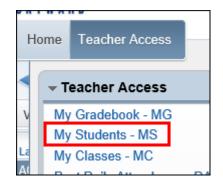
## Teacher access to enter or update parent/guardian email through gradebook

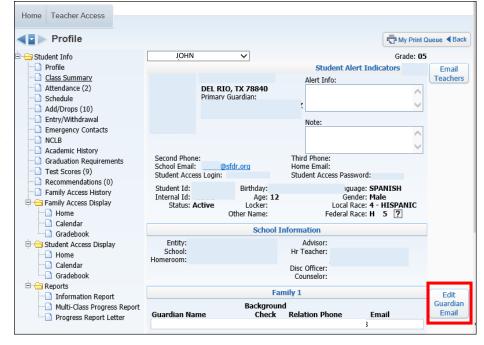


Select My Students

Highlight student name and click on the Select button



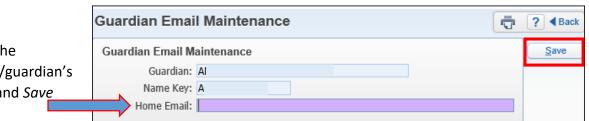
Click on Edit Guardian Email



Favorites ▼ 1 New Window 1 My Print Queue ■ Back 

Edit

Click on Edit



Middle

Relationship

Email

First

■ Edit Guardian Email Address

Last Name

Guardians

Enter the parent/guardian's email and Save