

Setting Notifications in myRCS (for parents)

- I. Log in to myRCS (<http://myrcs.rochester.k12.mi.us>) using your district provided username and password.
 - A. Click on the Student Information tab.
 - B. Select the child for whom you would like to receive notifications.
 - C. Click on the Notifications link.
 - D. Select the notifications you would like to receive.
 - E. Click Save Data to send your requests to the district.

The screenshot shows the myRCS interface for a parent. At the top, there are navigation tabs: Account, Building Calendars, Links, Reports, Dashboard, and Logout. Below that, there are tabs for My RCS, Student Information (selected), and myRCS Dashboard. A 'Child' dropdown menu is visible, with a blue box labeled 'B' pointing to it. The main content area displays student information for Rochester High School, including Nickname, Grade (12), Student#, Gender (M), Home Phone #, Birthdate, Age (16), Homeroom # (B111), Homeroom Teacher (POREMBIAK), Counselor (Locker), Lunch Balance (\$20.80), and BUS INFO. Below the student information, there are navigation links: Attendance, Report Cards & Interims, Transcript, Schedule & Assignments, Emergency Card, Waiver, Immunizations, Messages, and Notifications (highlighted with a blue box labeled 'C'). The 'NOTIFICATIONS' section is highlighted with a blue box labeled 'D' and contains three notification options, each with a checked checkbox: Grade Update (Secondary Only), Low Grades (Secondary Only), and Low Lunch Balance. A 'Print' button is located to the right of the notification options. At the bottom of the notification section, there is a 'Save Data' button (highlighted with a blue box labeled 'E') and a note: 'Notifications will start being sent in October. More information coming soon.'

Please note: Notifications are sent out according to the following schedule:

- Grade Updates – Every Thursday
- Low Grades – Every Tuesday, only if your child has a course grade of C- or lower
- Low Lunch Balance – Every Monday and Wednesday only when your child's lunch balance falls below \$3.00