

**Book Checkout Notification**

Dear Parents/Guardians,

Hall County Schools encourages parents/guardians to be involved in their child’s education. You now have an option to receive daily email notifications when your child has borrowed materials from the school library. If you choose, daily email notifications will be sent out at 4:30 pm and will include the book’s title, call number and if available, an image of the book cover. If you would like to receive **daily email notifications**, please indicate this by clicking the arrow in the box below and selecting “Yes.”

You will only receive daily notifications if you choose to opt in by completing this form and choosing "Yes". If you select "No", you will not receive email notifications.

 Yes, I would like to receive these notifications

 No, I would not like to receive these notifications

*Please allow 24-48 hours for you to receive your first email notification*

You can verify if the email address your child’s school has on file is correct by following the steps below:

1. Select ‘Settings’ under the person icon in the upper right-hand corner
2. Select ‘Contact Preferences’
3. Click on the ‘Email’ tab. Your email will be listed under ‘Primary Email Address’
	1. If this information is incorrect, please update your information by completing a “24-25 Existing Student Registration” application using the following steps:
		1. Click on ‘More’ on the left-hand side
		2. Click on ‘Student and Household Information’
		3. Click on ‘Start’ next to ‘24-25 Existing Student Registration’. You will need to go through the application and make any necessary changes. Be sure to submit it in order for your information to update in the system. *\*\*A picture ID is required to complete the application\*\**

*If you need help with any of the steps above, please contact the data clerk at your child’s school.*

*If you would like to change your selection throughout the school year, contact your child’s school data clerk and ask for a new Book Checkout Notification Form to be assigned to you.*