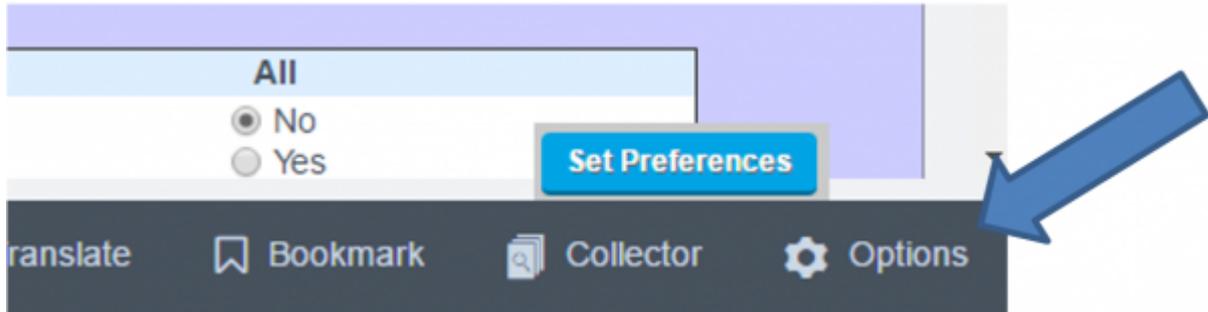


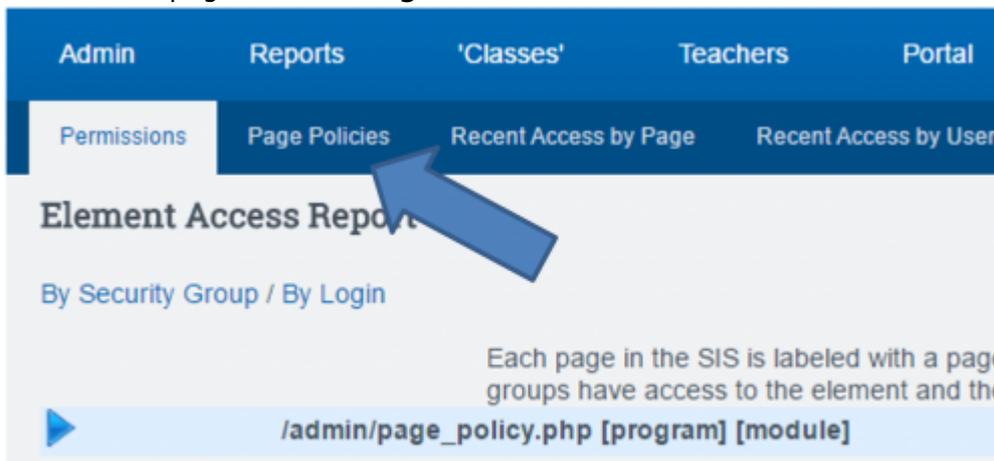
[mini article](#), [special programs](#), [student records](#)

Trigger Email Setup for EL & SPED

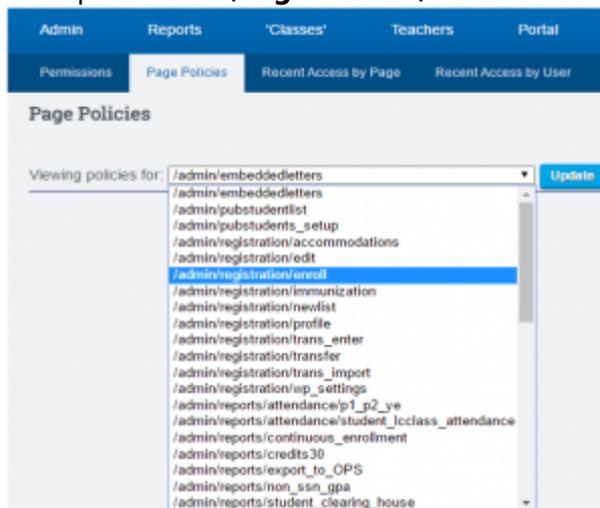
1. Go to the **Options** area on any page in the SIS. *(It is located in the bottom right-hand corner of the page)*



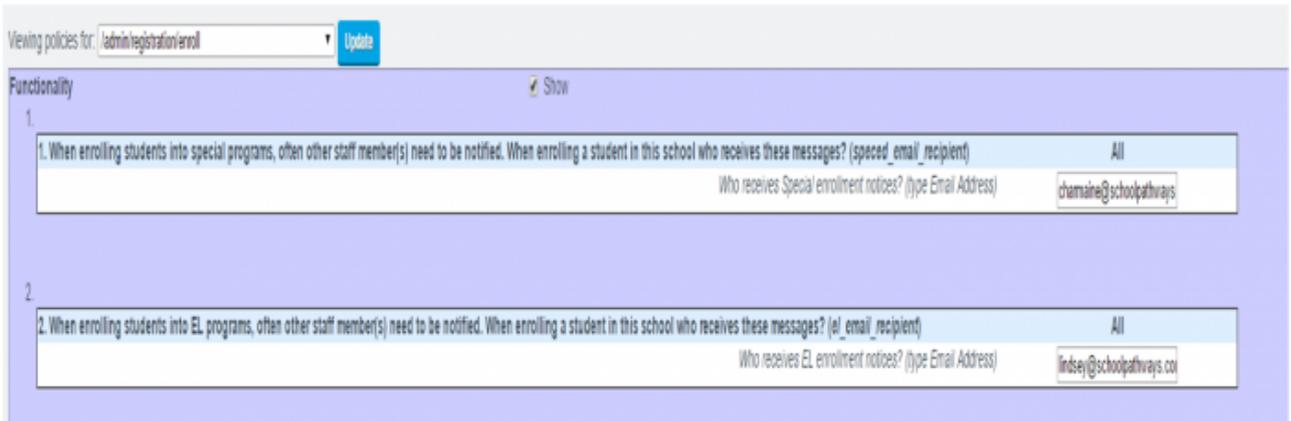
2. On the next page, click on **Page Policies**



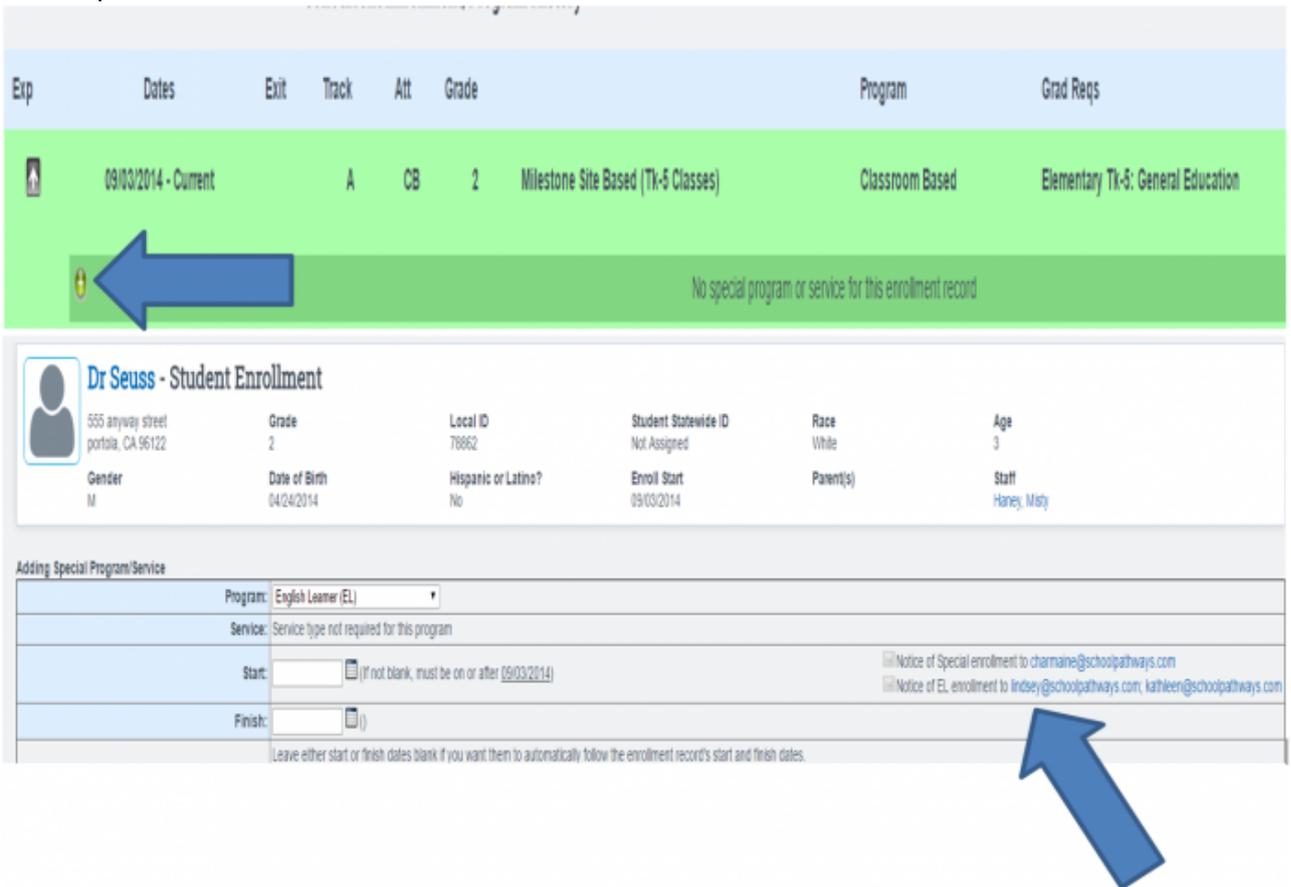
3. Next pick **admin/registration/enroll** from the dropdown list and click **Update**



4. Add in the email address(es) for staff you wish to received notice when a new EL or SPED student is enrolled. If you want to notify more than 1 staff member **separate the email addresses by a semi-colon (;)**



5. After you have followed those steps, you will see these names whenever you go to add an EL or SPED Special Enrollment in the Enrollment Area of the SIS”



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