

# How to stay informed at LTMS

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All this and more at LTMS homepage: [www.ltmsdschools.org/ltms](http://www.ltmsdschools.org/ltms)

- ◆ To receive emails from Lake Travis Middle School and the district:
  - Click on “Sign up for LTMS E-News” found on LTMS homepage.
  - Enter your email address, and a link will be sent to your inbox. Select as many items of interest and click “Save Profile”:
    - Lake Travis Middle: to receive *Armor Express* news directly from principal.
    - District News: to receive monthly *School Matters* and *Quick News* for breaking news.
- ◆ To get up-to-date information:
  - Go to LTMS homepage.
    - Daily Announcements: for announcements made to students during the day.
    - View Calendar: for campus and district events.
    - Friday Folders: for e-folder fliers from district Community Programs office.
- ◆ To check grades and attendance:
  - Click on “txConnect”( <http://txconnpa.esc13.net/PALT/login.aspx>) found on the LTMS homepage.  
**txConnect Application Process:**  
Enter:
    - i. A User Name for your account,
    - ii. A Password,
    - iii. Your email address,
    - iv. Hint Questions in case you forget your password
    - v. Your child(ren)’s Student Portal ID\*
    - vi. Your child(ren)’s Birth Date.

**Portal ID:**  
\*The portal ID is located at the top of the secondary student schedule for Middle and High School students.

**Alert Notifications:**  
Once you have successfully created an account (you must have at least one child added), you will automatically be subscribed to two alerts:

  - first occurrence of an unexcused absence
  - failing assignment or average grades
- ◆ To contact a teacher:
  - Click on “Teacher Websites” found on LTMS homepage to find teacher web page, email, and phone number information:
    - Web Page: many questions can be answered by checking here first.
    - Email: the district uses an aggressive spam filter. If you do not receive a response to your email within reasonable time, phone teacher to let them know an email was sent.
    - Phone call: during the instructional day, teachers are not readily able to answer phone calls, and you may need to leave a voice message.
- ◆ To set up a team conference:
  - Contact the front office to set up a conference with your child's team of teachers:
- ◆ To receive weekly *Knightly News* from the PTO:
  - The PTO compiles a weekly newsflash with news and events from around LTMS. To receive this, join the PTO by visiting [www.ltmspto.org](http://www.ltmspto.org) and click on “How to Join”.