Reviewed: November 2023

Dear Parents/Carers,

I am pleased to inform you that our school will be providing parents with access to a convenient, online parent portal called **QParents**.

The QParents web and mobile application provides an easier way for you to interact with our school. Parents will have secure, online access to their child's student information, anytime, anywhere, through a smartphone, tablet or computer.

QParents allows parents to connect instantly with our school to access and manage their child's student information, including:

- Attendance and absence details, as well as the ability to notify the school of an absence

- Academic report cards

- Viewing unpaid invoice details, payment history, and making payments online

- Viewing and updating personal student details, including medical conditions and address

- Enrolment details - completion of the following Consent Forms to finalise student enrolment:

    - *Student Resource Scheme (SRS – Provision of Classroom Resources)*
    - *School Online Services Consent*
    - *State School Media Consent*

- Upcoming events list showing school events, exam and assessment dates, and excursions.

QParents will assist both staff and parents in sharing and responding to information in an efficient and effective way.

It won't replace the traditional ways you communicate with our school, but it will provide another way to communicate with us!

The benefits of QParents

Convenience and time savings for parents

➢ Parents can view or update their child's details without having to pay invoices and report absences without having to call the school or come into the office.

➢ Secure 24/7 online access.

➢ Available anytime, anywhere — access QParents on your smart phone, tablet or computer on a web browser or using the app (iPhone or Android).

Greater transparency of information

> ➢ Improves accountability between parents and schools by providing parents with timely access to their child's information online.
> ➢ Allows parents to engage more deeply in their child's schooling.

Improved administration efficiencies for schools

> ➢ Allows schools to streamline their administrative processes and cut down on printing.

What do you need to do to get started?

The office will be sending out emails inviting parents or guardians to become a QParents Account Owner (QPAO) for their student. QPAOs will be able to register for QParents to access and manage the student's information online, view the student's information and submit requests to update some of the student's details.

QPAOs will also be able to invite other people (such as another family member), to view the student's information. Once invited, these people can register for QParents as "delegated viewers". A delegated viewer can see the student's details, but cannot make updates.

When you receive your invitation email, simply follow the instructions to register your QParents account. The process should take less than 10 minutes to complete. Initial registration and addition of students to your account must be done on a desktop or laptop computer. Once registered, you will then be able to access QParents using your mobile device (via web browser or by downloading the iPhone or Android App).

Invitations sent by email will only ever come from no.reply@qparents.qld.edu.au. You will not be invited to register from any other email address or organisation.

If you do no not want to register you can just ignore the invitation and your child's student information will not be available to anyone through QParents.

Identity Verification

To obtain full access to student information, as part of their QParents registration users must complete an identity verification process. QParents offers two options for identity verification – online and offline.

For fully online verification (the fastest option), you will need to verify 100 points of the following identity documents online:

Australian Passport	**50 pts**	Australian Marriage Certificate	**40 pts**
Australian Driver Licence	**50 pts**	Australian Citizenship Certificate	**40 pts**
Australian Birth Certificate	**50 pts**	Change of Name Certificate	**40 pts**
Medicare Card	**20 pts**	Australian Visa (foreign passports)	**20 pts**

If you cannot verify 100 points of the above ID documents online, you may still register for QParents, but you will need to attend the school to verify documentation in person after you have registered online.

Full instructions on how to verify your documents and what you may need to bring to the school will be provided as part of the invitation and registration process.

If you don't have sufficient documents, or are unsure, you may still be able to register. For more information on the online identity verification process, see https://qparents.qld.edu.au/#/identityInformation .

Please note that QParents does not maintain copies or records of any identity documents used for account verification, either online or offline.

EQ ID

To complete your QParents registration you will need to have your child's EQ ID (their Education Queensland identification number) which can be obtained from the school office.

Safe and secure

QParents is a secure portal that meets strict industry standards. The Department of Education and Training considers student information to be confidential (it is classified as PROTECTED by the Department). Only people with the right to access information about their child will be given an account. Additionally, as part of the registration process, 100 points of identity or equivalent will need to be presented to prove that the person who is registering is the person the school invited.

Help and further information

For more information see https://qparents.qld.edu.au/#/about. For help, visit https://qparents.qld.edu.au/#/help or call 13 QGOV (13 74 68).

Yours sincerely,

Dean Murphy
School Principal