



## QParents introduction letter or email to parents

Mr Mrs Redcliffe High  
Redcliffe High School  
Redcliffe QLD 4020

Dear Parent/s

I am pleased to inform you that as part of a pilot program, our school will be providing parents with access to a new, 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
- Behaviour details
- Academic report cards
- Class timetables
- Viewing unpaid invoice details, payment history, and making payments online
- Viewing and updating personal student details, including medical conditions and address
- Enrolment details

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 contact the school.
- Secure 24/7 online access.
- Available anytime, anywhere — access QParents on your smart phone, tablet or computer.

### **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.

## **Win an iPhone 6!**

By registering for QParents you could win an iPhone 6! All you have to do is register by Sunday 17 May 2015. With your new iPhone, you'll be able to [download the QParents app](#) and have your child's student information at your fingertips 24/7.

## **What do you need to do to get started?**

Within the next few weeks we will be sending out emails or letters inviting one parent or guardian for each student to become a QParents Account Owner (QPAO). The QPAO will be able to register for QParents to access and manage the student's information online. A student's QPAO will be able to view the student's information and submit requests to update some of the student's details.

The QPAO will also be able to invite other people (such as another parent or 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 or letter, simply follow the instructions to register your QParents account. The process should take less than 10 minutes to complete.

If you do 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**

When registering as a QPAO, you will need to verify 100 points of identity documents online. The 100 points can be made up of documents in the following list:

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 only have 60-90 points of the above ID documents you can still register for QParents, but you will need to attend the school for an additional check after you have registered online.

If you don't have sufficient documents, you might like to nominate another parent as the QPAO.

For more information on the online identity verification process, see <https://qparents.qld.edu.au/#/help>

## EQ ID

You will also need to have your child's EQ ID (their Education Queensland identification number) in order to complete your QParents registration.

## 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 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)

I know you will enjoy using QParents and I look forward to hearing about your experiences.

Yours sincerely

Name

Principal

School

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**Competition insert**

*For Round 2 schools:* [Sunday 19 April 2015. There are ten iPhones to be won in this draw.]

*For Round 3 schools:* [Sunday 17 May 2015. There are ten iPhones to be won in this draw.]

*For Round 4 schools:* [Sunday 14 June 2015. There are ten iPhones to be won in this draw.]