Dear Parent/s,

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
- 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.

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.

What do you need to do to get started?

Please return the ‘Preparing for QParents form with the enrolment forms and when the enrolment of your student has been processed the nominated QPAO will receive an email inviting you to complete the QParents registration process. The QPAO will be able to register for QParents to access and manage the student’s information online.
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. 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 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:

<table>
<thead>
<tr>
<th>ID Document</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australian Passport</td>
<td>50 pts</td>
</tr>
<tr>
<td>Australian Driver Licence</td>
<td>50 pts</td>
</tr>
<tr>
<td>Australian Birth Certificate</td>
<td>50 pts</td>
</tr>
<tr>
<td>Medicare Card</td>
<td>20 pts</td>
</tr>
<tr>
<td>Australian Marriage Certificate</td>
<td>40 pts</td>
</tr>
<tr>
<td>Australian Citizenship Certificate</td>
<td>40 pts</td>
</tr>
<tr>
<td>Change of Name Certificate</td>
<td>40 pts</td>
</tr>
<tr>
<td>Australian Visa (foreign passports)</td>
<td>20 pts</td>
</tr>
</tbody>
</table>

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.

For more information on the online identity verification process, see [https://qparents.qld.edu.au/#/help](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](https://qparents.qld.edu.au/#/about)

For help, visit [https://qparents.qld.edu.au/#/help](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,

[Signature]

Anne McLauchlan
Principal
Lowood State High School