6th May 2013

Dear Parents/Caregivers,

The Parent Portal for Willunga High School is now operational. This will allow you to access information regarding your child such as attendance, timetable and results.

In order for you to access this you will need:

1. Access to the Internet
2. Go to the school’s website on www.whs.sa.edu.au
3. Go to Quick Links on the school’s web page and click on Parent Portal.
5. Then enter: Name which is your email address that you supplied to the school
6. Password: is student ID number which you will find on the page attached with all of your information.
7. Can you please check the information and return to the school if there are any changes such as phone numbers or emergency contacts.
8. Once you enter the name and password it will send you an unique name and password which you will then need to use every time that you access the Parent Portal.

The aim of the Parent Portal is to allow parents to be able to be informed at all times regarding the progress of their child.

The school will send out a report at the end of Semester 1 2013 and after this time no more printed reports will be sent. Reports will only be able to be accessed by parents through the parent portal. A very good idea is to print out your child’s report each term so that you have a written record.

For Families who do not have access to a computer, printer or the Internet, we will require a written request for the Term and Semester reports to be printed by the school and forwarded via mail.

We hope that this will meet your needs and is clear, if you have any questions please do not hesitate to contact the school on 85562105.

Yours sincerely,

Shaun Walsh
Acting Principal

Jay Reimann
Acting ICT Coordinator