OAKHILL DRIVE PUBLIC SCHOOL

Dear Parents/Carers

At Oakhill Drive Public School, parents can access their child's reports and awards records via the Parent Portal. Student reports include: Semesters 1 & 2 Class Reports, Band Reports, EAL Reports and Early Stage 1 (Kindergarten) Best Start Reports.

As a new parent to Oakhill Drive Public School, you will need to register for the Parent Portal to have access to any information relevant to your child. After registering for access, no further action is needed and you can access at any time, especially when reports are available.

To access the portal, parents must have an email address registered with the school. This should have been provided to the school via your child's enrolment form. There may be some family circumstances in which both parents may require their own access to the portal. This can be done if both email addresses are registered with the school.

Please allow approximately one week from the day your child starts at Oakhill Drive Public School before you try to register for the portal. This will allow you child's details to come across to all the data systems in the school.

The Parent Portal can be accessed by following these instructions:
1. Go to the Parent Portal
   https://www.impromation.com.au/portal4parents/?schid=4604

2. Click on the **'Don't have a password? Get Registered'** link at the bottom of the portal sign-in page, then enter your email address

3. Parents with no current portal account or incomplete portal accounts will receive a 'Getting Started' email which will guide them through the registration process.

During the registration process, parents will receive an email with instructions and a default password to use initially. This will give access to the portal to allow them to set up their own password which will be linked to that email address.

After the registration process is complete, parents can access the portal using their own email address as the Username and their newly set-up password.

Please note your password in a safe place for future reference when accessing the portal.

Helen Paris
Deputy Principal