

Wantirna College

We strive, we achieve, we excel

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Wantirna College

March 2nd, 2016

Re: Interim Reports and Parent Teacher Interviews 2016

Dear Parent/Guardian,

The Parent Portal allows parents and guardian to track their child's attendance, homework, assessments and progress online. This year, as a result of changes to the postal service, we will be trialling using the Parent Portal to distribute student interim reports. These will be made available online on March 15th at 9:00 am. Parent-Student-Teacher Interviews are on March 22nd from 1:00 pm - 9:00 pm allowing you a full week to consider your child's progress and to book interviews with the teachers you wish to see. Interviews will continue to be booked through Parent Teacher Online (PTO). Information and instructions for Parent-Student-Teacher Interviews are attached.

To access your child's report you will need to ensure you can access the Parent Portal. If you are new to the College, you will need to ensure you have previously registered an email address with the College (this is usually done on enrolment). The follow the instructions below:

1. Go to the Wantirna College website (www.wantirnacollege.vic.edu.au)
2. Click on the Daymap Connect Parent Portal at the bottom of the home page.
3. Click on **"New User"**.
4. Enter your email and your child's student code when prompted
5. Click **"reset password"**

You will then receive an email with your username and password which will enable you to log on to the Parent Portal.

If you have previously had access, however forgotten your password, you will be able to click on the "Forgot your password?" link in order to reset your password.

We understand that some families may not have email access. If this is the case a printed copy will be made available for you and will be sent home with your child. If you require a printed copy please complete the reply slip below and return to the **General Office** by Thursday March 10th 2016.

Catherine Ford
Assistant Principal

Reply Slip: Please return to the General Office by Thursday March 10th

I will be requiring a printed interim report for semester 1 for _____ of _____.
Student name and code (if known) Home Group

I understand that this report will be sent home with my child on Tuesday March 15th, 2016.

Parent signature