

November, 2011

Calvary Christian College
A Ministry of Logan Uniting Church



Mr and Mrs Smith
1 Smith Street
Smithfield, QLD 4127

Parent Lounge

Dear Mr & Mrs Smith,

Calvary Christian College is launching a new parent portal called "Parent Lounge" which will provide a range of functionality to parents. This portal replaces the old 'Parentlink' for Junior school parents and is new for Middle and Senior school parents (in 2012).

To get to Parent Lounge, go to the College website and click on the "Parent Lounge" link.



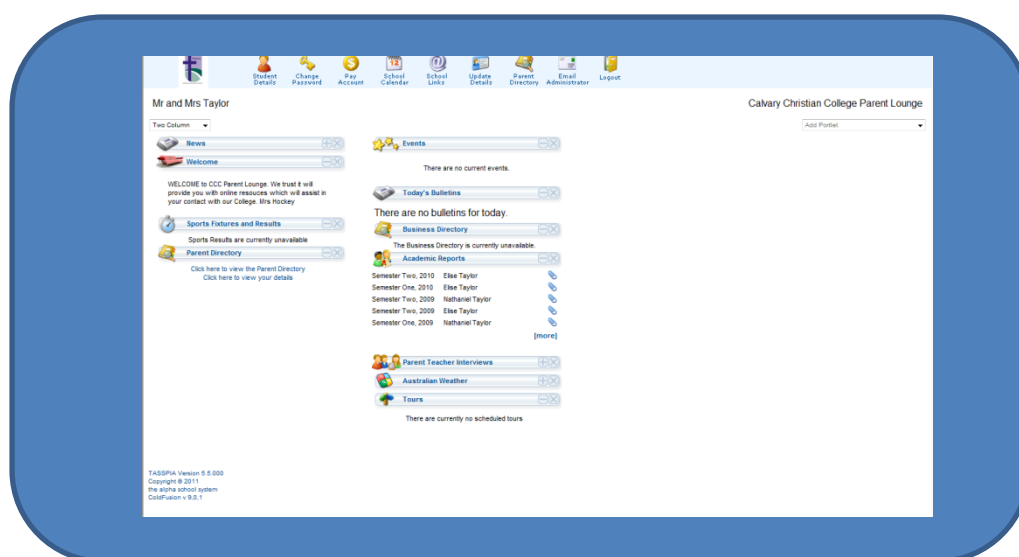
You will need to enter your username; and password; at both log on screens.

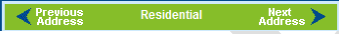


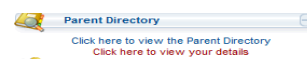
Learning in the light of Christ

All correspondence to: PO Box 4157, Loganholme, 4129. **Facsimile:** (07) 3287 6030
Carbrook Campus: 559 – 581 Redland Bay Road, Carbrook, 4130. **Telephone:** (07) 3287 6222
Springwood Campus: 161 Dennis Road, Springwood, 4127. **Telephone:** (07) 3808 8368
Email: info@calvarycc.qld.edu.au **Web:** <http://www.calvarycc.qld.edu.au>
Principal: Mrs Cathy Hockey

Once inside Parent Lounge there is a range of functions you can access;



- ✓ STUDENT DETAILS - allows you to view details about your students (including their attendance and current timetable Middle and Senior School only and specialist timetable in Junior School)
- ✓ SCHOOL CALENDAR -allows you to view upcoming College events (which can be filtered according to views)
- ✓ SCHOOL LINKS - allows you to view certain College documents and the “JS Important Documents” window which is home to many documents of interest to Junior School parents
- ✓ UPDATE DETAILS - allows you to correct/update the College with details
- ✓  scroll for other options
- ✓ PARENT DIRECTORY - allows you to add your details to the Parent directory (viewed by other parents)
This is done from the Homepage (click here to view details)
- ✓ EMAIL ADMINISTRATOR- allows you to advise change in details
- ✓ ACADEMIC REPORTS - allows you to view, save and print the academic reports of your Junior School students



We trust you will find this information useful.

Yours faithfully,

Mrs Cathy Hockey
Principal

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