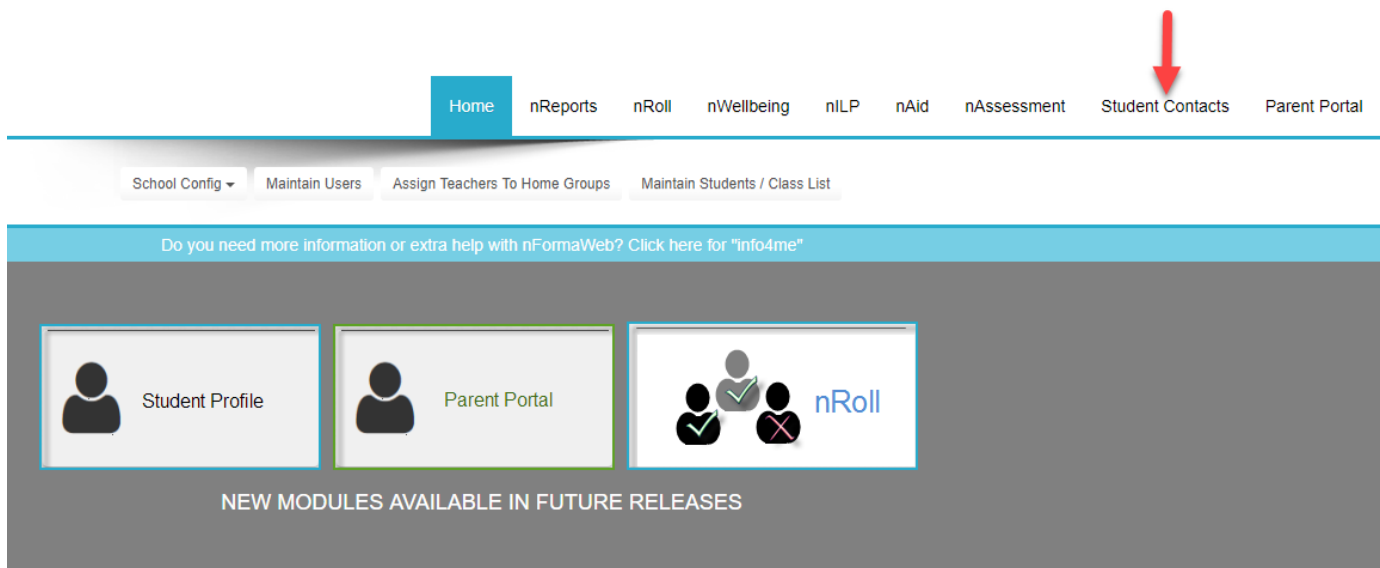


How to use Student Contacts

Click on Student Contacts



On this page you can:

- Edit or add Parents and Guardians
- Remove or grant access for notifications

Student Contact List

Student	Name	Greeting	Relationship	Blocked	Notify Absence	Preferred Contact Method	Email Address	Mobile Phone
99 99	test test	asdcaj	Step Father	A	✓	SMS		0408 013 444
Katie Kanga	Cheryl Kanga	Mr & Mrs Kanga	Father	A	✓	SMS	kanga@demo.com	0454 040 440
Paul Penguin	Jim Penguin	Jo and Jim	Father	A	✓	SMS	penguin@123.com	0401 111 111
	Joe Penguin	Jo and Jim	Mother	A		SMS	penguin@123.com	0421 212 121

Annotations:

- Red box around edit icons: Edit information for parents/guardians
- Green arrow pointing to 'Blocked' column: Give or remove access for parents/guardians
- Red arrow pointing to 'Notify Absence' column: Lists who has access for SMS/email notifications

Unexplained Absences menu

- Shows you teachers who have or have not yet marked the roll
- Shows you students who are absent today in the school WITHOUT a reason
- Shows you the associated parent /guardian and their mobile/email address
- Notify an entire group or manually send each notification

Version: 3.02.2 Current Year 2018 Semester 2

Home nReports nRoll nWellbeing nLP nAid nAssessment Student Contacts Logout: adminx

Parent Portal

Contact Configuration Import Contacts Maintain Contacts Unexplained Absences View Emails View SMSs

Unexplained Student Absences

Year: 2018 Month: Oct Day: Wed 24

Send as a group or multiples Refresh Roll Send All Selected Notifications

Wednesday, 24 October 2018

Home Group	Absent Student	Absence Type	Reason	Reporting Teacher	Contact	Delivery Method	Sent/Complete
KL						Roll Marked	
AW						Roll Marked	
	Katie Kanga	Full Day Absence	Unknown At The Moment	superadmin	Steve Kanga	SMS 411 111 111	
	Rosie Rosella	Full Day Absence	Unknown At The Moment	superadmin	Marg Rosella	SMS 466 666 666	
					Mark Rosella	SMS 466 666 666	
TT						Roll not yet marked.	
PP						Roll not yet marked.	
JK						Roll Marked	
DB						Roll not yet marked.	

ALERTS button- Lists any updates to the roll

Alert on who has changed the roll since last marked.



nWellbeing nLP nAid nAssessment Student Contacts Parent Portal Logout: superadmin

View Emails View SMSs

Admin Alerts

Raised	Module	Alert	Acknowledge	Notes (optional)
24-Oct 5:49PM	Roll	Student (Paul Penguin)(AW) Has been marked as Absent without an explanation. 24/10/2018 5:49:15 PM Student (Wally Wallaby)(AW) Has been marked as Absent without an explanation. 24/10/2018 5:49:15 PM Student (Janet Janets)(AW) Has been marked as Absent wi	<input type="checkbox"/>	

Tick to acknowledge the changes to the roll

Default content of SMS and email message

SMS Sample

SMS

To Parent / Guardian: Ange Soul

To Mobile: 206 206 026

Sender: SchoolAdmin

Send Requested: Wednesday 24 Oct 2018 10:30AM

Sent: Wednesday 24 Oct 2018 10:34AM

Body: Dear Parent/Guardian - |Soul Soul is absent from school without explanation 24/10/18. Please contact the school or 7420. 7420. DO NOT REPLY TO THIS SMS

Email Sample:

From: no-reply@nforma.com.au
To: p@b.com
Subject: IMPORTANT - Unexplained Student Absence

Dear Parent/Guardian,

You are receiving this because your child Kri Taa is absent without explanation 24/10/18.

DO NOT REPLY TO THIS EMAIL

Please contact the school on this number 95 95 95 and inform them of the reason for your child's absence.

Warmest regards

Sim Yo
 Principal
 St Jo Primary School