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A.B.N. 70 967 327 897

**KEW HIGH SCHOOL**

May 2013

Dear Parents and Guardians,

As you are aware, Kew High School is using Compass' Parent Portal to communicate important notices home, such as upcoming excursions, camps and parent teacher interviews. In order to receive the correct information we are asking you to ensure that your email address and mobile phone are current.

Should you need to update these details you can change them by following the instructions below on Compass. Please take a moment to check your details and ensure that they are correct.

***Updating your email address or mobile phone number:***

1. Access the KHS Website [www.kew.vic.edu.au](http://www.kew.vic.edu.au)
2. Click into QParents
  - Enter your **User name:**
  - Enter your **Password:**
3. On the top right hand side of the screen click on ⚙ (**Tools**)
  - Click on Update *My Details*
  - Enter the changes
  - Click on *Update My Details*

*If you have any difficulties accessing the QParents portal, or have forgotten your username or password, please contact the General Office*

***Any other change of details pertaining to your student or your family must be made through direct notification to the school on 9092 7500.***

The following are examples of details which will need to be changed with the school office:

1. Address
2. Home phone number
3. Medical conditions/medication
4. Family circumstances

Yours sincerely,

Karen Lynch  
Assistant Principal