



## OFFICIAL

Dear Parent/Carer

I am pleased to announce that Education Services will shortly be introducing Parentsportal to your child's school. This online programme will enhance your communication experience with the school. Parentsportal is being launched in schools on a phased basis, across the city. Your child's school will start using Parents Portal on Monday 28 February 2022.

Parentsportal will enable schools and parents/carers to manage many of the administration processes more efficiently online. It is available 7 days a week and 24 hours per day.

To support and help prepare you for the launch of this new service please now refer to the information in the table below.

1.	<p>What is Parentsportal?</p> <p>This short film will give you a quick overview of what the programme does.</p> <p>Please note that not all of the services are currently available, but we will be introducing them on a phased basis.</p>	<p>Introduction to Parentsportal link;</p> <p><a href="#">Parentsportal YouTube Guide</a></p> <p>The initial services we will be using are as follow;</p> <ul style="list-style-type: none"> <li>i) Linking your Child</li> <li>ii) Change contact details</li> <li>iii) Annual Data Checks</li> <li>iv) Permission slips</li> <li>v) School Calendar</li> </ul>
2.	<p>Parents/carers, who wish to use parentsportal.scot, must have a MyGov account.</p>	<p>You can open a MyGov account by accessing the following link;</p> <p><a href="#">MyGov Account</a></p>
3.	<p>Parents/carers can use the same login and password details for your MyGov account to log into parentsportal.scot</p>	<p>You can now access parentsportal.scot using the following link;</p> <p><a href="#">Parentsportal Site</a></p>
4.	<p>When parents/carers access parentsportal.scot for the first time you are required to make a digital link to your child. This step is essential for you to use Parentsportal.</p> <p>If you have any problems linking to your child, there is a helpful guide. If you continue to experience issues with this then please contact the school.</p> <p>There is also a link to Frequently Asked Questions which you may find helpful for reference purposes.</p>	<p>Linking your child and further guidance link;</p> <p><a href="#">Guide to Linking your Child and FAQs</a></p>

It would be extremely helpful if you could undertake the link to your child process.

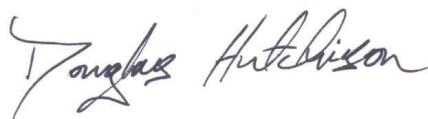
It is essential that your child's school has all your current contact details. If your details have changed recently please advise the school as soon as possible.

Parents Portal will support the school in improving our service to and communications with our parents and families.

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We look forward to embarking on this new exciting era of digital communication with you.

Douglas Hutchison

A handwritten signature in black ink that reads "Douglas Hutchison". The signature is written in a cursive style with a large, stylized initial 'D'.

Executive Director of Education

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