



## LINDSAY PLACE HIGH SCHOOL

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**Sunday, June 25, 2017**

Dear Lindsay Place Parents and Students:

As you may know, the Lester B. Pearson School Board has developed a mechanism for students' report cards to be accessed on-line in a digital format. Students' report cards can be seen using the school board's **Fusion Parental Portal**.

At LPHS, we will still be issuing printed copies of students' third term report cards which can be picked up at the school this coming Tuesday and Wednesday, June 27 & 28 from 9:00 a.m. – 12:00 p.m. in the upper lobby.

### **Secondary 4 & 5 Ministry Exam Results**

Secondary 4 & 5 Ministry Exam Results will also be available on the Fusion Parental Portal as soon as they are released by the Ministry of Education. You will be notified by email regarding the date that Ministry Exam Results will be available on Fusion.

The same methods are used to publish the results from our **Summer School Programs** in Fusion when they become available.

In order to see your child's digital report card / Ministry Exam Results, you simply have to follow the steps below to create an account on the Fusion Parental Portal:

### **How to create your account on the Fusion Parental Portal:**

Creating an account is a **two-step** process for security purposes.

1. You will use the link below to go to our Fusion website and create your account.
2. Following the successful creation of your account, you will receive an email with a validation link, and by clicking on that link, you will be returned to the Fusion site to login. Your account will then be active.

## The information required to create your account:

1. The email address you have provided to the school to contact you, and which is currently in our systems (Note: This is the same email address where you receive email notifications from the school/school board).
2. The “**Permanent Code**” (often called the “**QPC**”) of your child. The code is twelve digits – four letters and eight numbers (Example: AAAJ01010101). If you have more than one child in our system, you can use any of their codes to create your account (all of your children will be added to your Fusion account). The Permanent Code is only used once for the creation of the account, after that, it is no longer required (Permanent Codes can be found on previous report cards or other official documents).
3. Select the school that your child attends, based on which Permanent Code (QPC) you use.
4. Create a secure password (It is suggested you use a combination of letters, numbers and characters to ensure that your password is as secure as possible). Please prepare all of the information noted above in advance of using the link to create your account. The LBPSB Fusion Parental Portal is also **optimized for smartphones and tablets**, for added convenience.

When you are ready, click on the following link:

<https://fusion.lbpsb.qc.ca/parent/register/>

If you have any difficulties creating your account on the Fusion Parental Portal, please contact the school, or use the following email address for help: [fusion@lbpsb.qc.ca](mailto:fusion@lbpsb.qc.ca)

Thank you,

D. Estok,  
Principal