



LINDSAY PLACE HIGH SCHOOL

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Thursday, November 16, 2017

Dear Lindsay Place Parents:

Tomorrow we will be issuing your child's term 1 report card. Please note that as mentioned previously, this year we will be issuing **digital copies only** of all report cards. Printed copies of any report cards will be made available to you upon request only. Honour Roll and Principal's Honour Roll students will receive a printed and stamped paper copy next week.

You may access the digital copy of your child's report card on line using the Lester B. Pearson School Board's **Fusion Parental Portal**. You will be able to see your child's first term report tomorrow any time after 3:30 p.m.

All teachers will be available for **Parent-Teacher interviews** on Wednesday, November 22nd from 4 – 6 pm and from 7 – 9 pm in the gymnasium, no appointment required or on Thursday November 23rd between 9 – 11 am by appointment only. You can book your Thursday morning appointment through the Fusion parental portal, by clicking the Parent-Teacher interview tab after 4 pm this Friday. The deadline to book appointments for the morning of Thursday, Nov. 23rd is November 21st at 4 pm. If you experience problems you can call the school to book the appointment.

In order to see your child's digital report card and / or book appointments for Nov. 23rd, you simply have to follow the steps below to create an account on the Fusion Parental Portal. If you already have created an account, you will be able to view your child's report card by logging on to Fusion and clicking on the icon with your child's name or picture.

If you have not yet created an account on Fusion, follow these steps:

Creating an account on the Fusion Parental Portal 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

Thank you,

D. Estok,
Principal