



LINDSAY PLACE HIGH SCHOOL

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Internet: <http://lindsayplace.lbpsb.qc.ca/>



Friday, February 16, 2018

Dear Lindsay Place H.S. Parents /Guardians of Secondary 1-4 Students:

Re-registration via Fusion Parental Portal:

The Re-registration is a yearly process required by the Ministry of Education to register your child(ren) for the next school year. In past years, this meant sending home documents with, and returned by, your child(ren). Over the years parents and schools have gone through the process of dealing with missing or lost forms, reprints, and missed deadlines and from an environmental point of view, lots of paper...

Last year, the LBPSB pilot-version in Fusion was very successful. A board wide implementation is now underway. You can now log on to your Fusion account and re-register your child for the 2018-19 school year. This simple on-line version works on tablets (e.g, iPads) and smartphones as well.

Fusion is the account you have been using to access your child's report cards, schedules and bus passes. While registering, you will be able to edit any information that is incorrect as well as provide any change of address or new contact numbers.

Steps to take:

Once you login to the Fusion Portal the first step is to click on the picture/name of your child you wish to register. Once the dashboard opens for that child, click on the "Registration" icon in the "Applications" window. Follow through the process to register your child. As you complete the form, depending on the information you provide, you may be prompted to fill in additional information. Once completed, you must click on the "Register" button. If any errors appear, correct them and click on "Register" again.

If you click on the "Registration" icon and receive a message stating:

"Based on the primary address of the child, registered at the Ministry of Education, the other Parent/Guardian will have to complete the online re-registration process." Please inform the other parent/guardian to complete the process.

Medical Information:

For your child's health and safety, we have included fields for medical information. By digitizing this information, the school will have instant access to important medical information. This also alleviates the need for parents to fill in a medical form for the school for every situation (e.g., field trips).

The deadline to register your child is February 16th. If your child is NOT returning to LPHS next year you must still fill in the registration and then complete a transfer request form, available from the main office. If your child is leaving the Province/Country, moving out of the LBPSB territory, or registering at a secondary school other than an LBPSB one we would greatly appreciate you completing the registration process to ensure that your child(ren)'s files are finalized and archived properly should you ever need access to them in the future.

Parent/Teacher Interviews:

Following the digital release of Sec 1-4 report cards on February Feb 23rd, parents will be able to book parent/teacher interviews through Fusion. Access to the appointment tab will be open from 4:00 pm February 23 until 4:00 pm February 28th. Interviews will take place on March 1st from 4:00 - 6:00 pm and 7:00 - 9:00 pm **by appointment only**. No appointments will be accepted after the above time.

If you have any difficulties with the Fusion site you can contact the school or the following email address for help: fusion@lbpsb.qc.ca

Registering on Fusion for the first time:

If you have not already done so, creating an account on the Fusion Parental Portal is a two-step process.

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 is now active.

When you login to Fusion as a parent, you are shown pictures of your child(ren). When selecting a child, you can then view their results such as report cards, bus passes, schedules, etc.

The information required to create your account

1. The email address we sent this notification to, which is the **email address** you provided to the school/centre to contact you at, and is currently in our systems (Note: The same email address that you are receiving email notifications from the school)

2. The ``**Permanent Code**``, often called the ``**QPC**``, of your child (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, so you can access it whenever, wherever and on whatever you wish.

When you are ready, click on the following link: <https://fusion.lbpsb.qc.ca/parent/register/>

Thank you,

D. Estok
Principal