



LINDSAY PLACE HIGH SCHOOL

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



Friday, October 13, 2017

Dear Lindsay Place Parents:

Today we will be issuing your child's interim report card. The interim report card is an evaluation with generalized comments only, and no numerical grade.

Please note that this year we will be issuing **digital copies only** of all report cards, including the interim report card. Printed copies of any report cards will be made available to you upon request only.

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

In order to see your child's digital report card 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