



St Cecilia's Catholic Primary School

12 October 2018

Dear Parents/Guardians

SCHOOL REPORTS – ONLINE

The school is transitioning from hard copy (paper) School Reports to having the reports available to parents online. Semester Two reports due at the end of the year will be available via our SEQTA online system.

To enable this to occur there will be a few steps which the school and parents will need to undertake.

A test message will be sent from the school to the email addresses of both parents, which we have on file. On the same day, we will send an SMS advising that this has been done. If you do not receive the test email, we may have an incorrect address. It will be imperative that you contact the school to ensure that we update your email address to the correct one.

Once this process has been completed, an automated message from SEQTA will be sent to your email address, with a link and advice on how to setup your SEQTA account. (Please check your SPAM, Junk Mail, etc. as the email from SEQTA may go into one of these if you do not receive it in your Inbox.) Again, an SMS will be sent to advise when the email from SEQTA has been generated.

Finally, if there is anyone that does not have access to an email address please send in a signed written request and the school will provide a hard copy. If you would like a hard copy of the report but do not have access to a printer, the school will be able to provide you with a hard copy by emailing your request to admin@stcecilia.wa.edu.au with the subject "Semester 2 Reports". The reports will be ready for collection at the end of the last day of school.

We thank you for your cooperation and patience as we transition our School Reports in this manner, which we believe, will be beneficial to both the school and the parents.

Should you require any other clarification please do not hesitate to contact us.

Yours faithfully

Mrs Mandy Sheen
Assistant Principal

Faith Family Friendship