



## Letter confirming parent/QPAO contact details

### Preparing for QParents

To make the QParents registration process as smooth as possible, please help us out by filling out the details below and returning them to us at your earliest convenience. You will then receive an email inviting you to Register for a QParents Account. If you already have an account, these details will be verified.

Write the name, email address and mobile phone number of the parent/s who are to be QParents Account Owners (QPAOs) below. Note that a **QPAO must be a parent or legal guardian**. More than one parent or guardian may be nominated \*. Please print these details clearly.

**Student(s) name(s)** .....

**Student(s) form class(es)** .....

**Name of QPAO** ..... **Name of QPAO** .....

**QPAO's email address** ..... **QPAO's email address** .....

**QPAO's mobile phone number** ..... **QPAO's mobile phone number** .....

\*If you wish to nominate more than two QPAOs, please record this on the back of the form and indicate that you have done so.

### Why are we asking for this information?

If you are invited to be a QPAO and we have your email address, the invitation (which contains your unique invitation code) will be sent to you by email. This will make it easier to start the registration process by simply clicking on a link in the email. Note that each QParents Account requires the use of a unique email address. Where parents share an email account your invitations may be sent to the same address, however you will need separate email addresses for registration.

If we do not have your email address we will send you a letter with the invitation code and instructions for registration.

Yours sincerely,

Paul Stehbens

Principal