



# Sentral Portal - Parent Portal Access Form (v4)



Dear Parent

Marrickville high School uses 'Sentral' Student and Parent Portal, to provide both parents and students discreet information about each student's progress in our school. The Parent Portal has been implemented for communication and absence monitoring. Parents are granted access to student's data via a unique key issued by the school. Parents will be able to:

- View Students timetable
- View Assessment and homework for each student
- View School Documents & resources
- View School Notifications
- Send messages and absence notifications to school
- Provide permission for excursions online
- Receive student report cards electronically

Once this form is returned to the school and processed you will be sent an email with your family key to register for access to the Parent Portal. The family key can be used more than once to setup parent access and is case sensitive.

**\* PLEASE NOTE THE FAMILY KEY SHOULD NOT BE GIVEN TO STUDENTS. THEY LOGI N TO THEIR STUDENT PORTAL USING THEIR SCHOOL COMPUTER LOG IN CREDENTIALS.**

Registration website <https://web1.marrickvil-h.schools.nsw.edu.au/portal2/#!/login>

You can find instructions on how to register and setup your parent portal access at the following website:

<https://marrickvil-h.schools.nsw.gov.au/sentral-parent-student-portal.html>

Once you have setup your portal access (website access) you can then download the Sentral app and set it up to receive SMS messages and other information. Please note that the Sentral App does not have all the functionality of the portal (website).

## PARENT DETAILS - PLEASE COMPLETE ALL SECTIONS:

Parent Name: \_\_\_\_\_

(Mobile) \_\_\_\_\_

Family Email (**Required**): \_\_\_\_\_ *(print clearly!)*

Student 1 Name: \_\_\_\_\_ (Year) \_\_\_\_\_

Student 2 Name: \_\_\_\_\_ (Year) \_\_\_\_\_

## OFFICE USE Only:

### **ENROLMENTS SAO:**

Enrolment SAO initials [\_\_\_\_\_]

1. **ENTER / CHECK PARENTS EMAIL DETAIL ON ERN**

➔ The above email **MUST** be entered in the **FAMILY EMAIL** section on ERN and be **Priority 1**.

### **ATTENDANCE SAO:**

Attendance SAO initials [\_\_\_\_\_]

2. **GENERATE AND SEND KEY:** Sentral – Portal Console – Setup Portal Console – Family Keys (or student keys), Check (tick) the family box then click the blue "ACTIONS" button and select - Generate Keys and send email.

3. **FILE THIS FORM IN STUDENT RECORDS**

Completed Date: \_\_\_\_/\_\_\_\_/\_\_\_\_