

29th November, 2017

Dear Parents/Guardians,

RE: REPORT CARDS

Your child/ren's Semester Two report card can be accessed online through Parent Lounge from **3:00pm on Wednesday, 29th November**. Your login details are the same as you previously used last term when booking Parent Teacher Interviews. If you are new to our school the following instructions will activate your login.

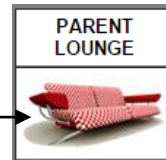
To access your child/ren's report card, please follow the steps below:

To access Parent Lounge:

1. Start your internet browser and type in the URL for MacKillop School website:

www.mnmrok.catholic.edu.au

2. Under Quick Links, click on **Parent Lounge**,
Then click on the **Parent Lounge icon**.

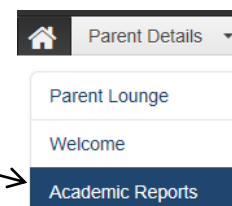


3. Enter your **Username (6 digit ID code)** and **Password**.
Please ensure you enter the password exactly as listed, it is case sensitive.
Click "**Login**".

If you are new to our school or have forgotten or misplaced your password, click 'Forgot Password?' Type in your Username (6 digit ID code which can be found on your school fees – Account Number) and you will be emailed a link to reset your password. Please note, you must use the same email address as is used for your school newsletters.



4. Click on **Academic Reports**, your child/ren's names will be listed.
5. Click on your child's name and click on **School Report**.



6. Your child's report will display in a new screen. If you wish to print the report card, the print icon is located on the toolbar at the top.
Also, if your child is leaving our school, it is recommended that you save their report cards to your computer or elsewhere as your child's report cards will no longer be accessible through Parent Lounge.

Also, please do not hesitate to contact the Office via email (MNM_Office@rok.catholic.edu.au), if you have any questions.

Yours sincerely
A. J. Blakey

Allison Blakey
Principal