



Parent Lounge Portal

All parents are provided with access to our Parent Lounge portal, allowing you to see more of what is happening at your school and giving you more opportunities for better communication.

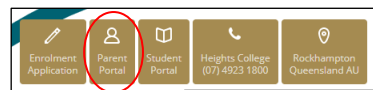
Each family has a unique Username and Password to access their web-based Parent Lounge portal.

There is much to see through Parent Lounge. We recommend that you explore the site to give yourself a true picture of the information available to you.

Logging In

Go online to: heights.qld.edu.au select Parent Portal, click the link to Heights Parent Lounge

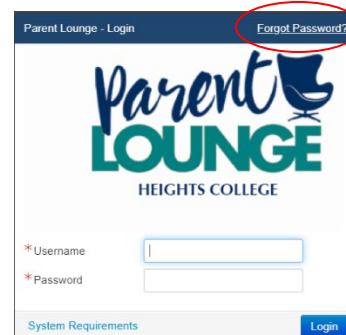
Your Username is your Account Number from your statement.



Reset Password

If you forget your password, click on Forgot Password, enter the information as prompted and click save.

A link will be emailed, allowing you to reset your password.



Verify Your Details

Please take the time to check that your details are correct. You can submit changes to your address, email address and phone number here.

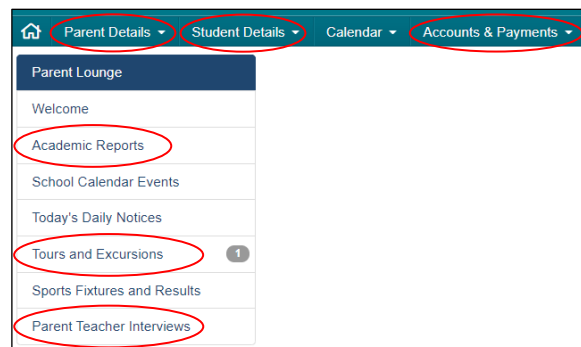
Accounts

You can view your School Fees Account and Download Statements

Academic Reports

Student reports are uploaded to the Parent Lounge portal twice a year at the end of each semester. You will receive an email advising you when these are available. We recommend that you save the PDF report onto your own computer for future records.

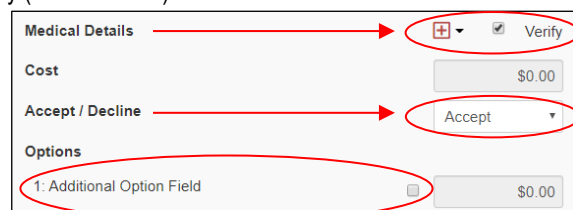
Music reports and NAPLAN reports are not available at this time.



Excursion Permissions

Parent permissions are recorded through the Parent Lounge portal. Please follow the instructions below to provide permission for your child to attend an excursion. *Note, not all Tours and Excursions will require all options.*

- Click **Tours and Excursions**, then click on the excursion.
- **Medical Details:** **Review** (click the red cross, update if necessary) and **Verify** (small tick box).
- **Accept / Decline:** Click the drop-down menu and select either Accept or Decline.
- **Options:** Some Tours may require additional options (if applicable) click the small tick box. Click **Save**.



Parent Teacher Interview Bookings (Twice yearly)

You will receive an email advising you when online bookings open up for Parent Teacher Interviews.

- Click **Parent Teacher Interviews**.
- Click **Book Now** and follow the prompts to book your appointment.