

# Annual Updating of Parent Details and Student Medical Details



Launceston  
Grammar

EST. 1846

## Annual Updating of Parent Details and Student Medical Details

In preparation for the 2020 academic year, the School requires your assistance in updating information that enables us to best care for your child/ren.

In **Parent Lounge** we have information relating to your family and your child/ren's medical details. We are asking you to review and update this information.

### Updating Parent Details

- The **Parent Address Details tab** has your family information as currently listed in our Administrative System (TASS). In particular please check telephone numbers and email addresses.
- **SMS phone number** should be the parent contact for student's unexplained absences, sporting cancellations and urgent notifications from the school.
- The **Residential address** is where the child lives and should be a street address.
- **Alt Emergency** contact details should be for contacts other than the parent or guardian.

For families who require more than one Username and Password for Parent Lounge this can be accommodated. Please notify the School if your marital status has changed. If there is a need for extra copies e.g. a second copy of correspondence, billing or academic reports; please make a note of the recipient and email the School with the additions.

Click here to access [Parent Lounge](#)

**Hint:** Your Parent Lounge Username is the Account Number on your Fees Statement. If you do not know your password then select the 'Forgot Password' link which will email you instructions to reset your password.



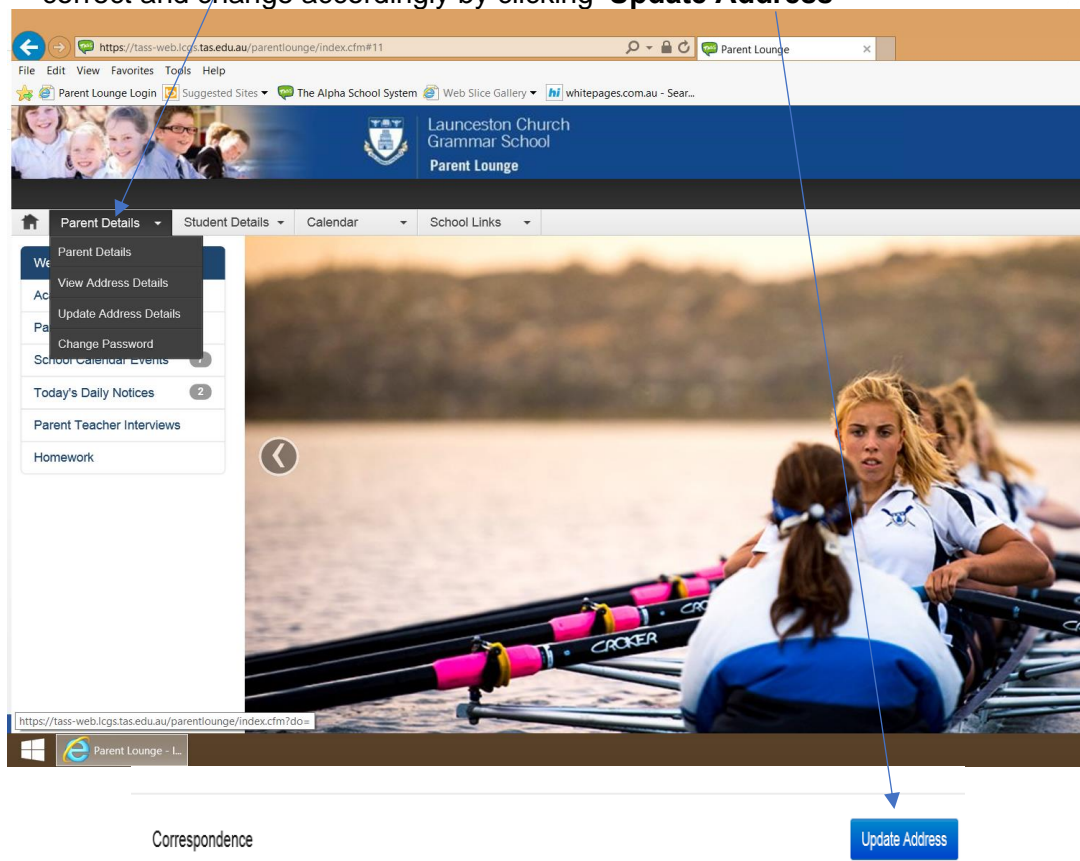
*This video will show you how to update your address and contact information in Parent Lounge.*

<http://sproutvideo.com/videos/7c9bdab4181be5c4f4>

These instructions to check, change and confirm your **Family Details** may be of assistance to you.

1. Log into **Parent Lounge > Parent Information**

- Under **Parent Details>Update Address Details** please check that this information is correct and change accordingly by clicking **'Update Address'**



## Updating Student Medical Details

Updating your child/ren's medical details is of critical importance.



*This video will show you how to update medical information for your child/ren in Parent Lounge.*

<http://sproutvideo.com/videos/709bdab31913eac2f8>

- For **Immunisation details** we need the year that each immunisation was given. (Please ensure to change the date if your child receives further immunisations during the year)
- The **position** requested in the Medicare line is the position in which the child appears on the Medicare card. Please check the Expiry Date. (This is important in the case of emergency treatment being required.)

General Medical Details	General Medical Details
Medical Conditions	Medicate No
Immunisations	Authorisation Yes
Medical Practitioners	Asthma No
Supplementary Information	Anaphylaxis No
Swimming Level	Health Fund Health Care Ins
	Medicare No mm/yy 2655361478/2 02/18
	HF Cover/Number 45678
	Med Form Return date 07/01/2015
	Extra Medicare Info No Details

- **IMPORTANT:** Once you have checked and changed the details **please enter a date in the Med Form Return date** (see yellow highlight). This must be completed on the date you make your changes. If no changes are required please still enter the date you reviewed your child/ren's details.
- Repeat the process for each of your children
- If your child has Asthma, please check the Asthma Record. If there are changes, another form must be signed by your doctor and a hard copy sent to the school with your doctor's signature for our records.

All updates are to be completed prior to School commencing in 2020. This will enable us to ensure that we have the most accurate information relating to your child and family and will be available to all relevant staff.

Our Administrative System (TASS) enables us to streamline the information-gathering process and to ensure all those who need access to the information are able to, without duplicating requests to you. We will of course, continue to respect your right to privacy as laid out in the School's Privacy Policy.