Dear Parents/Carers,

On Tuesday 6th May, (Week 2, Term 2), Lithgow High School will be hosting the first Parent/Teacher evening for 2014. The night will commence at 4.00pm and conclude at 8.00pm. The evening is for all years from Year 7 through to Year 11.

After surveying parents last year and in consultation with executive staff and students, the online booking system was introduced. The online booking process for parent/teacher proved to be very effective. This year we are now able to introduce the Millennium system for booking appointments. Millennium is an online data base we use to mark rolls, record student behaviour and awards. Using Millennium will allow parents to access and view your child’s information. Please turn over for further information on Millennium.

For access to Millennium and to book your Parent/Teacher appointments, we require your current email address. We will send you a unique login code and instructions via email to enable you access to the Millennium’s system. You will be able to track you child’s progress in classes, behaviour and attendance, which are just a few of the benefits of the Millennium system. Please fill in the attached slip below and return to Roll Call Teachers by Tuesday 25th March, 2014.

Regards,

Sam Luchetti
COMMUNITY LIAISON OFFICER

19th March, 2014

Please detach and return to Roll Call Teachers by Tuesday 25th March, 2014

Parent/Carers Name:____________________________________________

Students Name:________________________________________________

Year:___________________

Family Email Address:___________________________________________
Information regarding parent portal login to Millennium

What is Millennium?

This is the online data base we currently use at Lithgow High School to:
- mark rolls
- access student and teacher timetables
- enter welfare information regarding our students
- record student behaviour and awards
- write reports
- communicate student notices

What does a parent portal login give me access to?

Millennium has a parent and student login facility which will allow you to view information relating to students identified as your family members. It will also be the way you will access online parent teacher bookings. Once logged in you will be able to view the following information for students in your family:
- timetable information and attendance information
- a category listing of behaviour and award entries
- current reports once released and past reports in the system (these can also be printed if copies are needed)
- assessment calendars (this will be slowly rolled out for each year group this year)
- there are also some useful links that can be accessed from the home page

How do I get a login?

To get a login we need your email address as the Millennium system is set up to automatically send a link and password to your email address once we add it in the data base. So please fill in the attached form and return it to the school.

What if I do not have an email address?

This is up to you. You can either get yourself one – this is relatively easy and something our Community Liaison Officer Sam Luchetti can help you with if you require help. Or you can visit the school with some ID and pick your login up from the administration office. Having an email address could be useful in the long term for communication purposes.

Will students have access to Millennium?

Yes – some do now and it will be rolled out to each year throughout the semester. Students will be able to access everything listed for parents plus student notices and a student e-diary.