

September 10, 2024

Dear Parents and Carers,

Sentral Parent Portal App

Sentral Parent Portal App Icon →



At Five Islands Secondary College, we are committed to improving communications with parents and carers. A key focus for 2024 and beyond is to promote regular attendance and its associated benefits. We encourage parents and carers to support their child's attendance and use tools like the Sentral School Portal App to track and manage attendance effectively. By working together, we can help ensure that every student has the opportunity to succeed and reach their full potential.

As of term 4, 2024 the College will use the Sentral Parent Portal App as a major tool to communicate with parents and carers. This means all communications are stored in the one place and are more easily located.

The Sentral School Portal App is a valuable tool for parents, here's how it can be used effectively:

Receiving Important Information:

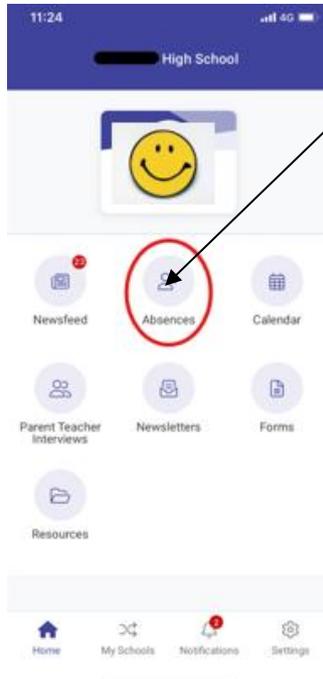
- **Updates and Notices:** The portal delivers school announcements, event details, and important updates directly to parents. This ensures that you stay informed about school activities and any changes in schedules.

Using the Portal for Attendance:

- **Checking Attendance:** The portal allows parents to monitor their child's attendance records. You can view daily attendance, track patterns, and ensure that your child is meeting school attendance requirements.
- **Explaining Absences:** If your child is absent, you can use the portal to provide an explanation for the absence. This helps the school keep accurate records and understand the reasons behind any missed days.
- **Advising the School of Upcoming Absences:** If you know in advance that your child will be absent (e.g., due to a family event or medical appointment), you can notify the school through the portal. This advance notice helps the school plan and manage any missed work more effectively.

Frequently asked questions

My child is absent from school today. How do I notify the school via the Parent Portal App?



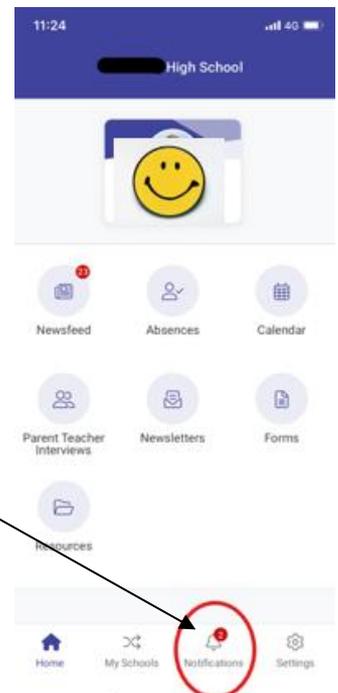
1. Click on the absences button
2. Select the name of the child that is absent. This will place a tick by their name.
3. Using the drop-down list, select the Reason of absence. e.g. Sick, Vacation etc.
4. Select the Start Date for the absence from the Calendar.
5. Select the End Date for the absence from the Calendar.
6. Type in a Comment explaining the reason for the absence.
7. Click the Send button.



How do I view unread notifications?

When I log into the Parent Portal App, I have a red number showing unread notifications.

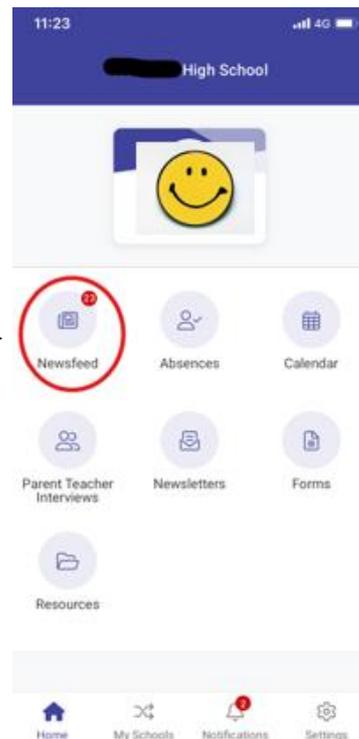
1. Click on the **Notifications** button to see a list of all unread notifications.
2. Select the notification you wish to view.
3. To dismiss a notification, click on **Mark as read**.



How do I view my messages/Newsfeed?

When I log into the Parent Portal App, I see notifications of unread messages.

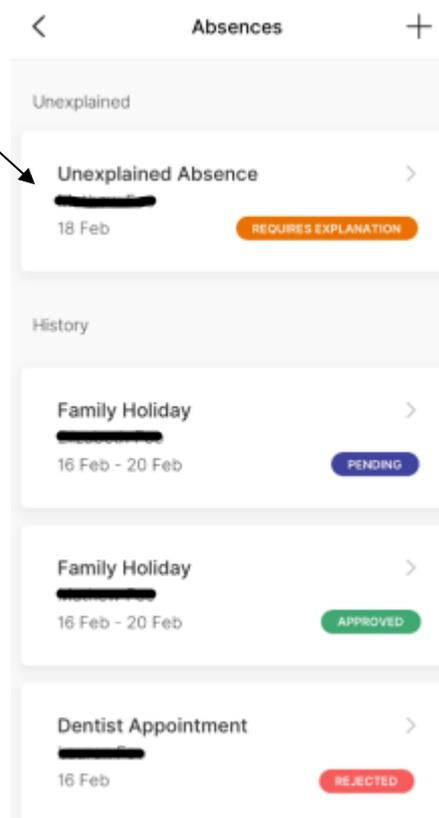
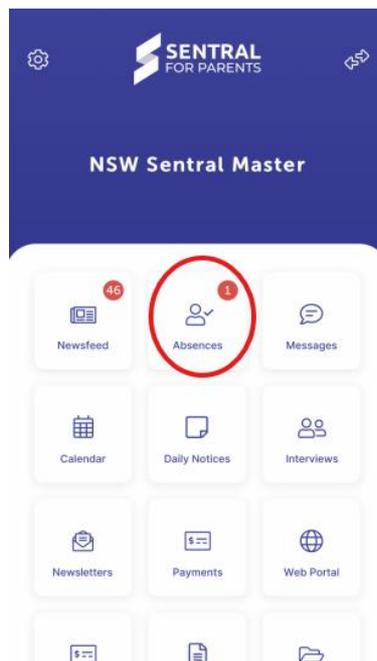
1. Click on the **Newsfeed** button to see a list of all unread messages.
2. Select the message you wish to view.



My child has **unexplained** absences. How do I provide absence explanations?

When I log into the Parent Portal App, I see notifications of unexplained absences for my child.

1. Click on the absence you want to send an explanation for.
2. Enter the absence reason in the text box provided.



If you haven't logged into the Sentral Parent Portal yet, please check your email. The College has sent an email to parents and carers with your family key and login instructions. Once set up these login details can be entered into the Sentral Parent Portal App, if you have any additional questions, please do not hesitate to contact the office on 42 740621.



1. Download the app. Depending on your device, visit either the Apple App Store, or the Google Play Store.
2. Search for Five Islands Secondary College
3. Tap Next.
4. Tap Register here.
5. Enter your details.
6. Tap Create Account. This process also creates a Sentral Parent Portal account. You can use the login details created here to access the app, and the Parent Portal.
7. You will receive a confirmation email.
8. Click the link in the confirmation email to verify your details.
9. Log in to the app.
10. Use the access keys provided by your school to add your children to the app. Access keys can be added in the Settings menu.
11. You will then see the Home Screen.
12. View the QuickStart guide.
13. You're now ready to use the app.

