

6 September 2019

Dear Families and Caregivers

**SCHOOLSTREAM APP - ALL ACCOUNTS MUST BE REGISTERED WITH APPROVED CONTACT DETAILS BY FRIDAY 13 SEPTEMBER**

To streamline the use of Schoolstream App forms and improve security, all users must hold registered accounts. Accounts will be approved when details used to register accounts (name, phone, email) match school records.

**Registered accounts using approved contact details** will be able to use the forms function of the App. This includes:

- absence explanations
- early leave requests
- change of details
- general consent.

Any **non-approved registered accounts WILL NOT HAVE ACCESS to the forms in the App** to notify absences and request early leave. Non-approved accounts will only receive notifications through the App.

For families who already have a registered account on Schoolstream App, please ensure your account uses the same contact details as our school records hold.

**On Friday 13 September all accounts currently held in Schoolstream App for CGHS will be discontinued**

If your registered account uses the same contact details as held by the school, it will be automatically re-registered and approved, and you will be able to continue using it as normal.

All other registered accounts will continue to operate and receive notifications, however the use of forms to notify absence and request early leave will not be available until you register the account using the same parent/caregiver contact details as we have on school records.

**WHAT DO I NEED TO DO BEFORE FRIDAY 13 SEPTEMBER?**

Check your Schoolstream App registered account uses the same contact details as held by the school.

**WHAT IF I AM USING NEW CONTACT DETAILS ON SCHOOLSTREAM APP?**

Please make sure you **update your contact details on our school records** using the orange form available at Office A, OR, email the school to advise a change of contact details. Please ensure you do this before FRIDAY 13 SEPTEMBER.

Yours sincerely



Sue Holden  
Principal