

Annual Update of Parent Details



Launceston
Grammar

EST. 1846

Annual Update of Parent Details

In preparation for the 2021 academic year, the School requires your assistance in updating information that enables us to communicate with you and best care for your child/ren.

In **Parent Lounge** we have information relating to your family and your child'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 alternative contact/s 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.



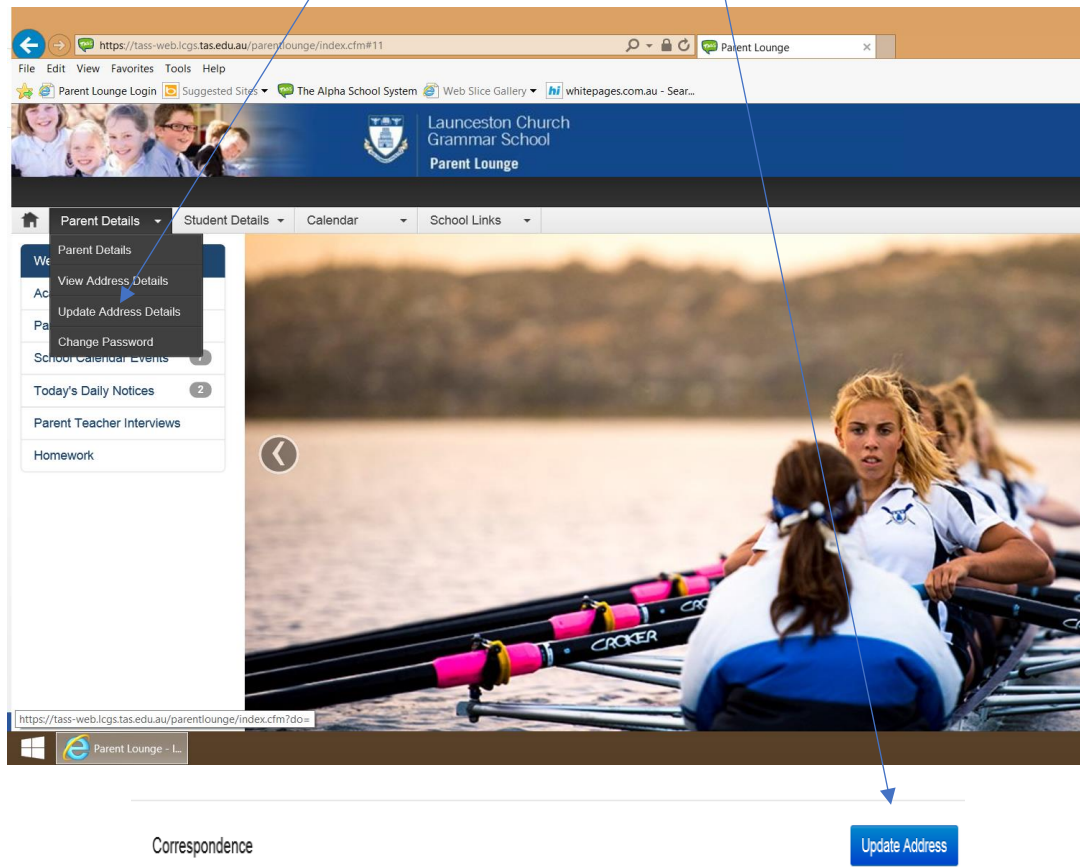
This video will show you how to update your address and contact information in Parent Lounge.

[Updating Address Information in Parent Lounge](#)

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

- Log into **Parent Lounge > Parent Details**

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



All updates are to be completed prior to School commencing in 2021. This will enable us to ensure that we have the most accurate information relating to your child and family.

Our Administrative System (TASS) enables us to streamline the information-gathering process and ensure all staff who need to access the information can, 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.