

# FUSION

Dear St. Edmund Parents,

We are pleased to announce that our school will be launching the Fusion Portal as our main communication platform between parents and school. This platform will allow you to access information about your child (report cards, bus pass etc.) and to verify your personal information (phone number, address etc.).

As a starting point, we will be using Fusion to share report cards for term 2 of this year and subsequently use it to book parent/teacher interviews in future terms. Fusion is a dynamic platform that can be adapted to serve our needs. As we move forward more features will be added.

Starting this term, paper copies of report cards will not be sent home. You will have access to current and past report cards on your Fusion account. **Your child was given a sticker today with his/her personal information. You will find it on the first page of the agenda right above the school information.**

## Here are the steps to follow:

1. Go to the LBPSB website: <http://www.lbpsb.qc.ca>
2. Click on the Fusion logo on the left of the screen



3. Select Parent/Guardian
4. Select Register
5. Enter your e-mail address (primary e-mail address that the school uses) also shown on the sticker
6. Enter your child's permanent code (available on your child's 2015-16 report card and eligibility certificate for example ABCD98765432). Also shown on the sticker
7. Select St. Edmund Elementary School
8. Create and confirm a password of your choice
9. Select Register
10. You will then receive an e-mail confirming your registration with a link to follow to complete the registration

## The Portal

- When you enter your Main page you will have many different icons on the screen, and a picture of your child.
- Click on one child's picture, this will give you access to report cards.
- If you have children at other LBPSB schools their information will also be available through your Fusion Portal account.
- This Fusion portal account will be used at all LBPSB elementary and high schools in the future.
- Every parent can create a Fusion Portal account which contains their own personal information and information for each of their children.
- If you do not have a registered email address at the school, please call Ms. Aimée at 514-697-7621