Keller Road Primary School
Keller Road, Salisbury East SA 5109
Telephone: (08) 8258 3842
Facsimile: (08) 8281 3836
Email: dl.0632.info@schools.sa.edu.au
Website: kellerrdps.sa.edu.au

Government of South Australia
Department for Education

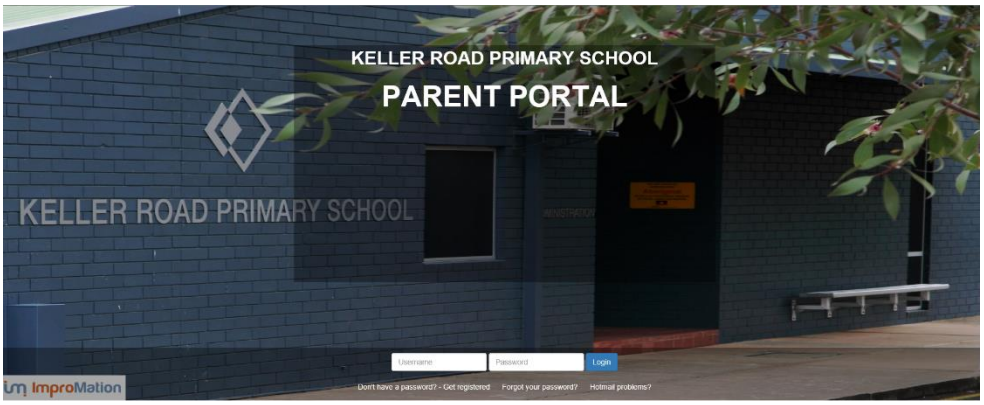
Keller Road Primary School

How to Access Your Child's School Report Online

Dear Parent/Caregivers

Student reports are now being issued online via the Keller Road Primary School Parent Portal (pictured below).

Parents may then decide to download or print copies of their child's report. The school no longer issues printed reports to families.



To access the portal and your child's report for the first time, it is vital for all parents to have an email address registered with our school. If not, please contact the front office via telephone or email with your current email address details, as soon as possible.

There may be some family circumstances in which both parents may require separate access to the portal. This can be done only if **both** email addresses are registered with the school.

Please follow the instructions below to gain access:

1. Go to the Parent Portal via the link below:

   https://kellerroad.schools.impromation.com.au/portal4parents?schid=1632
   (You may need to copy and paste this link into your browser)

2. Click on the **'Don't have a password? Get Registered'** link at the bottom of the portal sign-in page, then enter your email address.

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3. Parents with no current portal account or incomplete portal accounts will receive a "Getting Started" email which will guide them through the registration process.

During the registration process, parents will receive one email from the **'ImproMation'** software company.
(You may need to check your junk folder)

1. The email will have instructions and a default password to use initially. This will give access to the portal to allow you to set up your own password linked to your own email address.

2. Access the portal using your own email address as the **'Username'** and your newly set-up password.

3. For parents who have previously accessed the portal but have forgotten a password, please click on the **'Forgot My Password'** link, which will take you through a process to reset your password.

School Reports can be accessed for child/ren through the 'Documents' heading.

If, after following the steps outlined above, you are still experiencing difficulty in registering, please contact the front office via telephone or email, who will be able to assist you.

Toni Webster
Principal
Keller Road Primary School