

nForma Parent Handbook

St Andrew's Werribee

Video Explanation

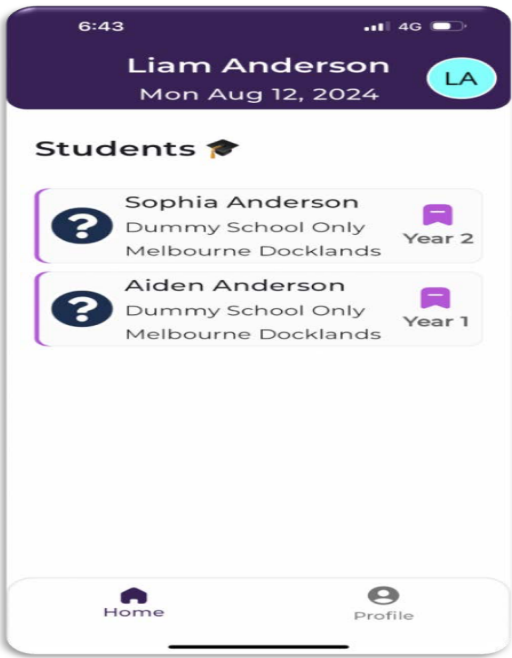
<https://youtu.be/1om5nfMuG3A>

1. Download the app "nForma Parent Portal" in the app store or <https://portal.nforma.com.au/login> for PC
Continue with Google – If your Gmail account is linked with the school, you can login through that button.
Continue with Apple – If the email account linked to your apple account is the same as the one linked to the school, you can use that button
Email and Password – If you have a custom email domain, Hotmail, etc. you can type that in and login. If you have never logged in before, you will need to activate your account.
To activate your account, click "forgot password?". This will then request an email address to send the password reset to. Input the email and submit. You will then receive an email with instructions. Once done, you can use those login details and login to the app.
(See Mrs Chamberlain if you are stuck)

Dashboard

Saving time and effort

Here you can select which of your child/rens profile you would like to view.
From there, you can view all the modules available to your school.



2.

Mark Future Absences

Improving school efficiency

In your child's profile, you will be able to mark any future absences without having to contact the school directly.

To mark a student's absence, select the student and then the Absent tile. Fill in all of the fields and submit.

The screenshot shows a mobile app interface for marking future absences. At the top, the status bar shows the time 10:29, signal strength, Wi-Fi, and battery level at 87%. Below the status bar is a purple header with a back arrow, the student's name "Sophia Anderson", and her year/section "Year 1 / HG 2A". The main section is titled "Future Attendance" and includes the instruction "Mark future attendance:". There are five required fields, each marked with a red asterisk: "Absence Type" with a dropdown menu showing "AM"; "Reason Type" with a dropdown menu showing "Late - parent choice"; "Start Date" with a date field showing "25/01/2025"; "End Date" with a date field showing "25/01/2025"; and "Short Description" with a text area containing "Sophia will be late". At the bottom is a large purple "Submit" button.

10:29

Sophia Anderson
Year 1 / HG 2A

Future Attendance
Mark future attendance:

Absence Type *

AM

Reason Type *

Late - parent choice

Start Date *

25/01/2025

End Date *

25/01/2025

Short Description *

Sophia will be late

Submit

Medical

Our medical module is a great way for you to keep schools up to date with your child's health conditions and medical history. The module acts as an interface where you and the school can upload any health-related data. Whether it be names of doctors to current medication the child is prescribed to, everything will be found there.

To access the medical module, select the child, then the medical tile. Fill in all the fields that relate to your child. The medical module on the app includes:

- Emergency contact details
- Medical Contact
- Health Condition
- Medication
- Medical Documents
- Other Medical e.g Medicare number

3:05 62%

Sophia Anderson
Year 1 / HG 2A

Medical Contact +
Medical contacts are not available

Health Condition +
Health conditions are not available

Medication +
Medications are not available

Medical Documents ↑
Documents are currently unavailable.

Other Medical

3:05 62%

Add Medical Contact

"Medical contact" generally refers to the interaction between a patient and a healthcare provider, such as a doctor, nurse, or therapist.

Name

Address

Profession

Contact Number

Submit Cancel

Forms

Our forms setup allows schools to create various permission forms requesting your response. Whether it be for upcoming sports events, the use of photographs or class excursions, all forms can be found in the one spot. With a click of a few buttons, you will be able to complete the required forms in no time.

Select the child, the Forms tile and the form you would like to respond to. Respond to the questions and submit.

6:445G

Sophia Anderson

Year 1 / HG 2A

Digital Forms

List of forms publish by school:

Exciting Trip to the Zoo!

Due By : 01/03/2040

Status : Accepted

Open Day

Due By : 01/02/2040

Status : Denied

Photo Day

Due By : 01/01/2040

Status : Pending

6:455G

Sophia Anderson

Year 1 / HG 2A

What are your hobbies?

Cars

☒ Do you have internet at your home?

What your kid like to eat?

OrangeAppleKiwi

What subject your kid like?

☒ Math☒ Physic☒ Science

Consent ☐ Yes ☒ No

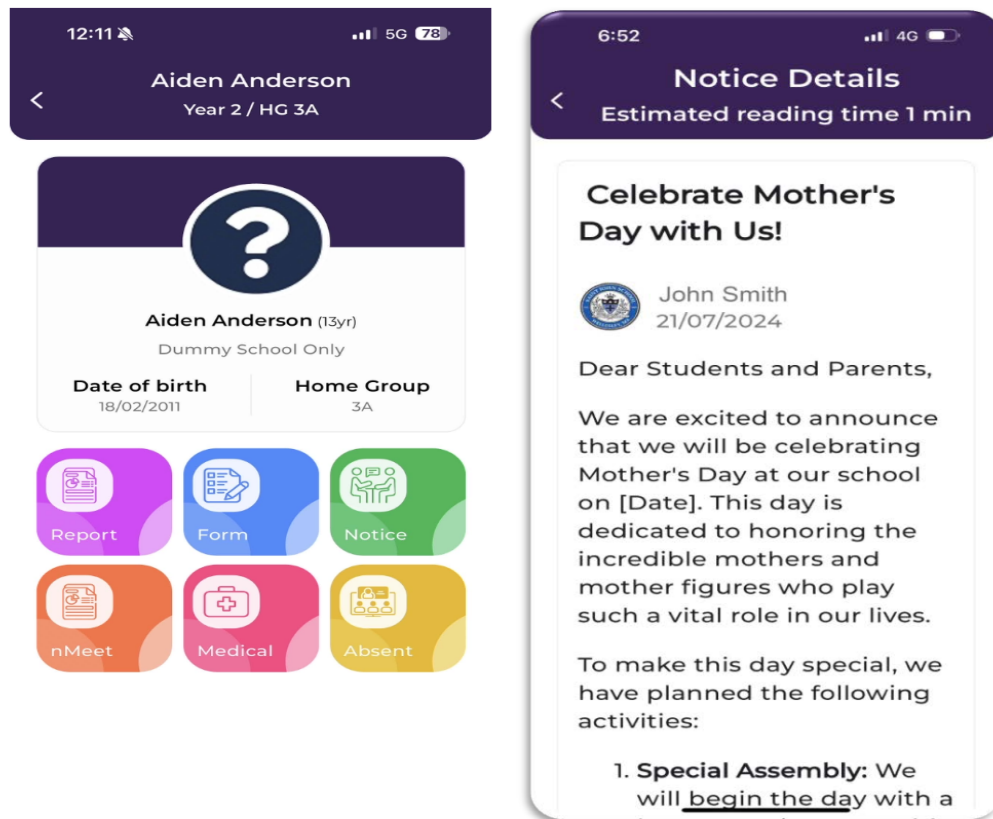
Submit

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Notices

Keeping you up to date

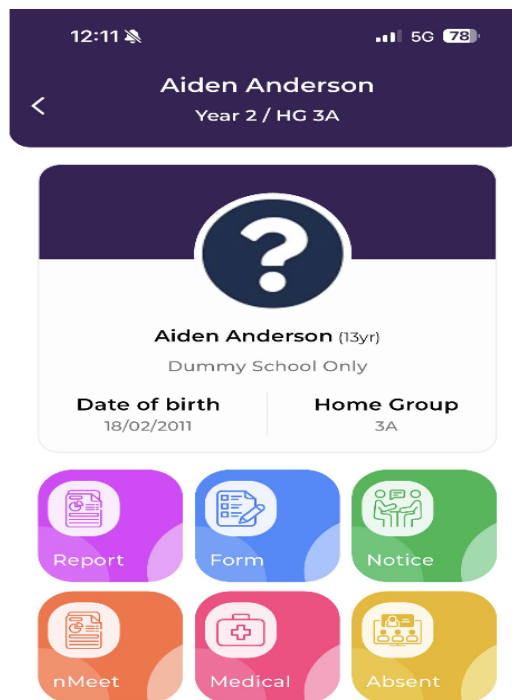
Notices are a great way for schools to keep you up to date. Our notices system allows schools to communicate notices to you about upcoming events and news related to the whole school or your child's specific year level. You will be able to view notices through the App. Click on the Green Notices tile and select the notice you would like to view.



Reports

Saving time and effort

To view your child's assessment reports, simply choose the selected child's profile and the Report tile. You will then be presented with all the available reports for your child. Click on "download", they will now download to your device where you can view them.



Reports will be published at the end of Semester 1 2026