



BRISBANE GIRLS GRAMMAR SCHOOL

Year Level Register

The Year Level Register is a service the School provides to give parents and parent support groups an effective means of contacting each other to organise matters as carpooling, co-curricular activities and social events.

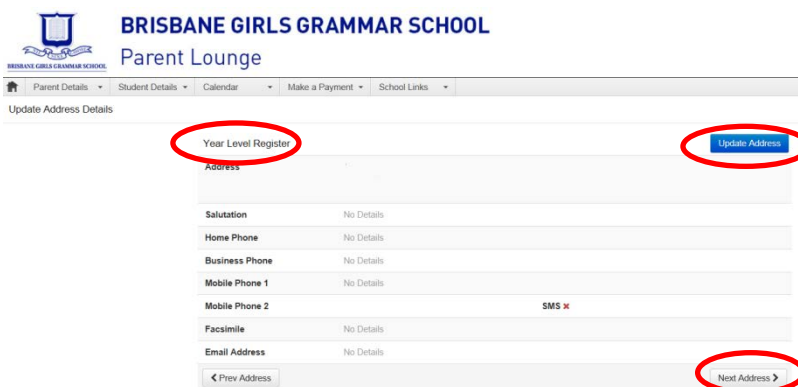
Once published, Year Level Registers are available via Parent Lounge, under 'School Links'.

Involvement in the Year Level Register is not compulsory, but for those parents who wish to be included in the register for their daughter/s year/s, the School will publish the following information: the student's name; her year level and House group; one or both parents' first and last names, their suburb, preferred phone numbers; and one email address. If you would like your details included or to modify your existing information, please update your record in the 'Year Level Register' address block in Parent Lounge.

1. Click 'Parent Details' then 'Update Address Details'.



2. Navigate through addresses by clicking on 'Next Address', until you find the 'Year Level Register' address. Click 'Update Address'.



3. Please update your name, suburb, preferred contact number and email address. We can only include two phone numbers and one email address. Please do not include your street address or flag for SMS. Click 'Submit Changes'.

If you would like to be removed from the Year Level Register, please keep your name, but delete your suburb, phone number and email address.

Your requested changes will be submitted to the School for review and implementation. If you have any questions about updating your details in Parent Lounge, please email informationssystem@bggs.qld.edu.au.