Switching on the Parent Portal and App Checklist

No.	Has this step been completed?	✅
1.	Ensure all guardian and student profiles exist	
2.	Make sure each guardian profile is linked to all their children	
3.	Resolve duplicate guardian profiles	
4.	Resolve duplicate student profiles	
5.	Check all Primary guardian profiles have an email addresses	
6.	Make sure no guardian emails are on the student profiles or staff profiles by using the Duplicate email address checker in the **Data Quality Dashboard**	
7.	Decide on your Parent Portal settings	
8.	Set up card payments	
9.	Set up any additional consents	
10.	Switch on your Parent Portal	
11.	Do a test with a staff member who is also a guardian, or by logging in as if you were a guardian	
12.	Send out your welcome email with the login details in	
13.	Set yourself a target of usage and weekly logins from parents	