



Immanuel Lutheran College

Dear Parent,

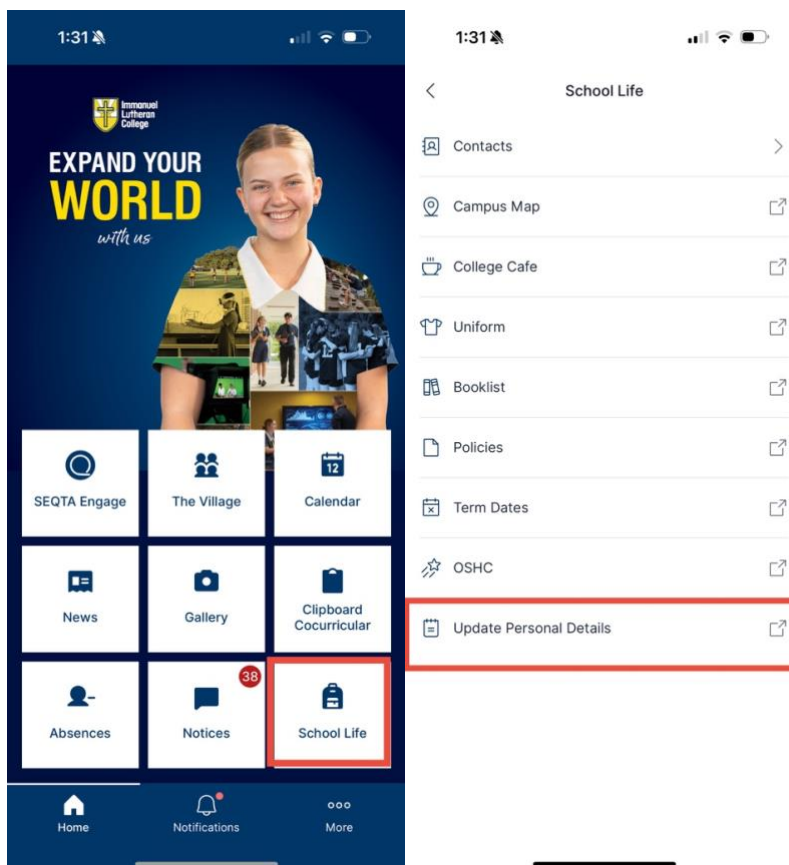
As part of our annual start of year processes, all families are required to review and confirm their contact, personal, medical and consent information for 2026.

Accurate information is essential to ensure we can contact you quickly in an emergency, provide appropriate medical care, and ensure all required permissions are in place for your child.

Please complete your review by Friday 28 February.

How to access your details:

1. Open the Immanuel App
2. Select School Life
3. Tap Update Personal Details
4. Log in to the Parent Portal using your Immanuel parent email address\



126-142 Wises Road, Buderim Q 4556 PO Box 5025 Maroochydore BC Q 4558 | www.immanuel.qld.edu.au

☎ 07 54773444 ☎ 07 5477 3477 ✉ ilc@immanuel.qld.edu.au



A co-educational school owned and operated by THE LUTHERAN CHURCH OF AUSTRALIA QUEENSLAND DISTRICT trading as Immanuel Lutheran College

ABN 56 782 698 956 CRICOS Provider #01457C



Once logged in:

- Click the arrow next to your name at the top of the page. This will display all family members linked to your account.
- Select each person individually to review their details.
- Anyone with a yellow exclamation mark next to their name has outstanding actions that must be completed

My Details PERSONATED USER

! John Doe

When you update your details, the changes are sent to the College for approval before they become active on your child's record. You'll receive a notification once they've been processed, usually within two working days. If your update requires urgent review, please contact the College directly. Please check for any sections marked with a yellow exclamation mark, as these require your review or confirmation. Remember to click "Save" in each section after making changes.

! Personal

! Addresses

! Occupation

! Census Information

2026 - Start of Year

Please review the marked sections and update any information that is incorrect.

Important things to check:

- Review every section carefully.
- Ensure all contact and personal details are correct.





Immanuel Lutheran College

- Complete all medical information.
- Finalise all ongoing medical and general consents for each student enrolled at the College.

Please note:

- You must click “Save” within each section after making updates.
- Scroll all the way to the bottom of each section, as there may be additional confirmation boxes that need to be ticked before your details can be saved.
- The yellow exclamation mark will remain next to a person’s name until all required sections for that individual have been completed and saved.

Ongoing Medical and General Consents

[Save](#) [Cancel](#)

You have not provided the following consents:

- 1 Day Excursion Consent (inc. but not limited to: sport, extra curricular and academic excursions)
- Administer Child-Specific Medication Prescribed by a Medical Professional
- Medical Attention from First Aid Officer Consent
- Paracetamol (only in extreme cases as per policy)

Medical Attention from First Aid Officer Consent

Paracetamol (only in extreme cases as per policy)

Medical Attention from First Aid Officer Consent

Paracetamol (only in extreme cases as per policy)

Medical Attention from First Aid Officer Consent

Paracetamol (only in extreme cases as per policy)

Anti Histamine Consent (only in extreme cases as per policy)

Ibuprofen (only in extreme cases as per policy)

Headlice Check Consent

Confirm Medical Details

I have reviewed all the above Medical details for David and confirm that the information provided is correct.

[Confirm](#)

Please confirm your details by 28th February.

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If your update requires urgent review, please contact the Student Services on (07) 5477 3448 or email studentservices@immanuel.qld.edu.au directly.

We appreciate your prompt attention to this important annual requirement and thank you for partnering with us to ensure our records are accurate and up to date.



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