Dear Parents,

Parramatta West Public School has a subscription to the Tiqbiz school App. This app will allow you to do the following things:

- Write absent notes to your child’s teacher.
- Send enquiries to your teacher or request meeting times.
- Receive reminders specific to your child’s/children’s grade.
- Receive the School’s Newsletter
- Instantly translate news feeds and reminders into your own language.
- View uploaded photos from school events.
- Compatible with Apple and Android mobile devices and is a free download.

Below are some instructions on how to download and setup the app:

1. Either in the App Store / Play Store search TIQBIZ. **Do not type in Parramatta West as this is the old app.**
2. Download and install the app as you would with any other app.
3. Open the app. It will ask you to register.
4. Register with your own username and password and any other detail the app requires.
5. In the ‘find boxes’ type in Parramatta West.
6. Select Parramatta West Public School.
7. You must select Whole School & your child’s grade. To select, press the grey tiqbiz icon . If the selection is successful, it will turn green.

Please note: The “WHOLE SCHOOL” Section of the app is where you are able to write absent notes, send enquiries, receive school newsletters and other general school information.