

# Skolemelding – Osloskolen's app

Osloskolen has its own messaging app for parents/guardians, pupils and employees.

As a parent/guardian you can send messages to your children's teachers and receive messages from the school. You can also deliver child absence notes in the app and find contact information for the parents in your child's class.

The app is part of the messaging tool in Skoleplattform Oslo.

## How to download the app

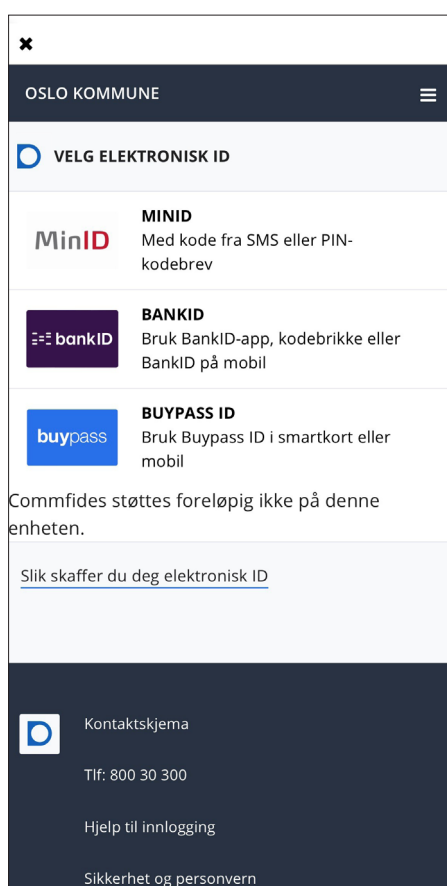
Download the app Skolemelding to your phone or tablet. Search for the app "Skolemelding foresatte" in App Store or Google Play.

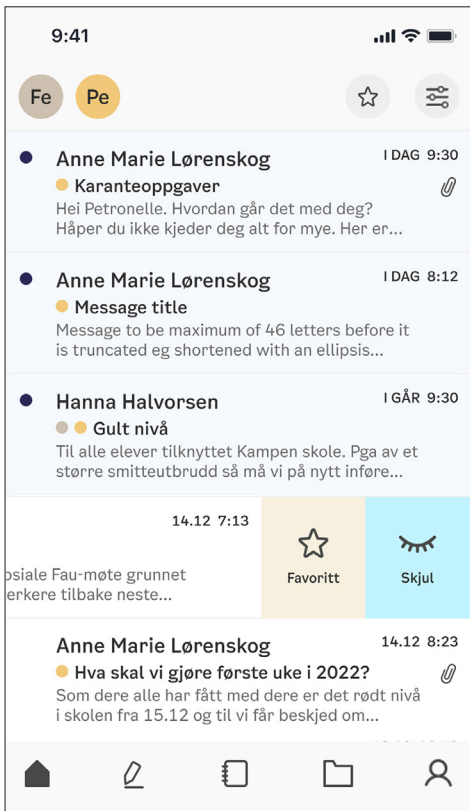
## How to log in

Use ID-porten the first time you log in. This is the same login as for Skoleplattform Oslo. ID-porten is also used for logging into Norwegian public e-services.

You will be asked to create a four digit PIN, or you can activate biometric login (fingerprint or facial recognition).

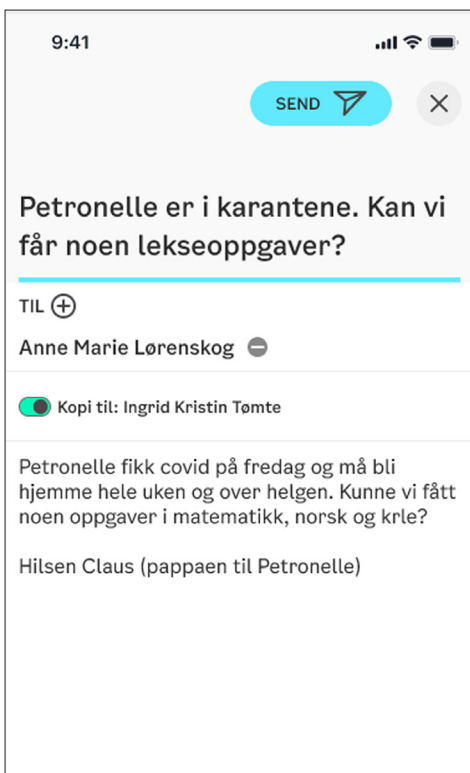
The next time you log in, use the PIN or biometric login.





### In the app you can:

- ▶ get push alerts for new messages
- ▶ send messages to your child's teacher or other staff at the school
- ▶ send a copy of a message, a reply to a message, or a child absence note, to the other parent/guardian
- ▶ get an overview of sent and received messages
- ▶ easily filter messages for your children
- ▶ hide ("Skjul") and highlight ("Favoritt") messages
- ▶ deliver a child absence note
- ▶ find contact information for the parents in your child's class



### How to send a message

1. You can send messages to your child's teacher or other staff at the school
2. Tap on the pencil for "Skriv en melding"
3. Tap on "Emne" to write a topic for the message
4. Tap on + to choose recipient of the message. If the child is affiliated with several schools, choose the applicable school
5. Choose which employee you want to send message to. Click "Velg"
6. Tap on "Skriv meldingen her" to write your message
7. Tap "Send" to send the message

9:41

SEND

Melding om fravær for  
Petronelle Torp

Meldingen sendes til elevens  
kontaktlærer(e)

Kopi til: Ingrid Kristin

Tidspunkt for fravær:

I dag

I morgen

Dato/tidspunkt

På grunn av personvern hensyn kan du ikke  
skrive noe om grunnen til fraværet.

## How to deliver a child absence note

If your child is absent from school, you can:

1. Tap on the pencil and then “Meld fravær”.  
Choose which child to send an absence note for. If the child is affiliated with several schools, choose the applicable school.
2. Select the day of absence (today, tomorrow or date) and if needed choose the time.
3. Tap “Send”.

Due to privacy concerns, you cannot write the reason for the absence.

The message will be sent to the child’s contact teacher. If you have any questions, please contact the school.

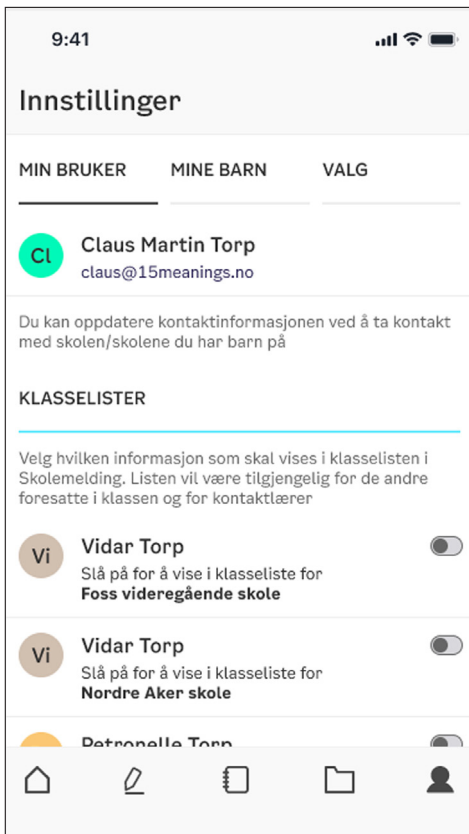
## Other parents’ contact information

In the app, you can see the names of the children in your child’s class, and contact information for their parents.

You choose how much contact information you want to display. The class list is visible to other parents in the class and to the contact teacher.

If anyone outside of the class, for example other parents, journalists or commercial actors request access to the class list, the school is required to publish it.

The list gives you access to phone numbers or e-mail addresses to the other parents. You can not send a Skolemelding to other parents, only to employees at the school.



## Select what to display in the class list

You must say yes to your contact information being visible in the class list. Under Settings in the app, choose which information you want to share with the other parents:

- › Your child's name and your name
- › Phone
- › E-mail
- › Address

First turn on the display of names (the child's and yours), then select if you want to display more information.

If the contact information is incorrect, please contact your school.

## How to change contact information

If you have children in primary and lower secondary school:

- › You can change your telephone number and e-mail address in IST Everyday in Skoleplattform Oslo (login via the school's website). The address is obtained from the Norwegian population register (Folkeregisteret).

If you have children in upper secondary school under the age of 18:

- › You can change your telephone number and e-mail address in VIS in Skoleplattform Oslo (login via the school's website). The address is obtained from the Norwegian population register (Folkeregisteret).