

# Operating Procedure – Permission Slip (Non Trip)

## Overview

This describes the procedure to be followed for dealing with non-trip permission slips, e.g. getting parents consent to use child's picture

## Process for School Office

- Sign into the admin portal for parentsportal.scot
- Click 'Permission Slip' > 'Non-trip'
- Click 'Create new permission slip'
- Select the school from the dropdown list and enter the title of the permission slip that parents will see
- Enter the start date. This is the day you want your permission slip to be published
- Click 'Save'. Your new permission slip will be visible on the main page
- To provide more details of the non-trip, click on the spinning cog icon in the Action column
- Click on the Documents tab. Here you can add any relevant documents. You can add a document by dragging it into the box or selecting a file from your computer (up to 5 documents can be added)
- Click 'Save' when you have added all documents
- Click on the Questions tab to choose which questions you would like parents to answer. Tick the questions in the 'Select' column and then 'Add Question' to add them to your slip. Click 'Save'
- Click Message to Parent tab. Enter the text that will be read by the parents and provide a deadline to respond by. Click 'Save'
- Click the Search Students tab to choose which student will receive the permission slip. Select the school and then find the students by year group, house group or class (to select a specific class you must first select a year group). Remember - if the parent does not use parentsportal.scot you will need to send this via email or schoolbag for that student separately.
- Click 'Select list from SEEMiS'. A list of the available students will be shown
- Select full list of student by ticking the box in the 'Select' column header or chose individual students. Once you have chosen all students click 'Select' at the bottom of the page
- Before issuing, check all details are correct in the permission slip in the Overview tab
- Publish the permission slip by going to the Added Student tab and ensuring everyone who you want to receive the permission slip is ticked. Once this is done click 'Send notification'
- Responses will be logged in the Overview tab. These can then be updated in SEEMiS, if required

### **Sending reminders:**

- In the Added Students tab select 'Send reminder' from the dropdown list in the Action column to the student you want to issue with a reminder

### **Removing students from the list:**

- In the Action column, select 'Remove' from the dropdown list

### **Archiving the permission slip once the trip is over:**

- From the main menu along the left hand side, select 'Permission Slip' > 'Non-trip'
- Click on the dustbin icon in the Action column to archive the slip
- You will still be able to view details of previous permission slips

### **Related Documentation**



**Permission Slip - Non-Trip.mp4** How to export data from permission slip

