

Parent Portal – Consent Forms Instructions for Parents

Login to your Parent Portal account.

You will now see a "Consent Form" icon on your top menu bar.



The new icon will change colours as your unsubmitted consent forms pass their due date. These are very important school documents that need to be submitted in a timely manner as these allow your student to participate in various educational programs and activities. Click on the Consent Form icon to load the parent dashboard.

Each of your linked students will appear in the drop-down menu. Selecting one will display the available consent forms for that student.

** Please note: Each student in the list will have their own set of Consent Forms that will need to be submitted.*

Parent Dashboard: Consent Forms

Student:	Tyler, Rose	▼
Student Birthdate:	July-12-06	
School:	Albion Elementary	
Grade:	06	
Home Room/Division:	DIV.06	

You need to select each link under the "Unsigned Consent Forms" section to view and submit your answers for each policy. Simply read each consent form and scroll to the bottom where you will be able to give your response and enter both your first and last name. This becomes your electronic signature.

**Please note: All required information must be provided to submit the form.*

Unsigned Consent Forms

- Personal Information Consent
- Personal Information Consent - YEARBOOK
- Student Use of Google Drive Services
- Student Use of Microsoft Office 365 Services
- Personal Information Consent - SECONDARY
- Personal Information Consent -

Signed Consent Forms

- Information Technology & Communication Systems - Appropriate Use
- Walking Field Trip

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Personal Information Consent - YEARBOOK

During the school year, school and/or school district staff take pictures of student activities and events for use in school yearbooks. By approving this form, you give the school permission to have your child's name and photo included in the school yearbook.

** For parents who have court orders describing their parental rights, this form should be signed by a parent who has the right to exercise the student's privacy protection rights.*

Please select ONE of the following choices:

Yes - YES. I GIVE MY CONSENT for the use and disclosure of my child's name and image for use in my child's school yearbook. (NOTE for parents/guardians of elementary school students: not all elementary schools prepare yearbooks. If your child's elementary school does prepare a yearbook, it will have your expressed wish on file.)

No - NO. I DO NOT GIVE MY CONSENT for the use and disclosure of my child's name and image for use in my child's school yearbook.

Last Name: **Required**

First Name:

Email Address:

Date:

Once you have clicked "submit" the form will now appear under the "Signed Consent Forms" section with an icon indicating your response for that form.

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Please select a student from the drop down box above.

Once your student has been selected, the Consent Forms will show on the right under "Unsigned Consent Forms" for consent forms needing to be submitted or under "Signed Consent Forms" for the consent forms already submitted.

Please refer to the symbol legend below to determine the status of each consent.

To submit your response for a consent, please click on an "Unsigned Consent Form" to view and submit.

You can also view a "Signed Consent Form" by clicking on the appropriate form to view or print if needed.

Should you need to change your consent on a "Signed Consent Form" please contact the office of the school your child attends.

You will be able to view and print any signed consent forms by selecting them from the "Signed Consent Form" section. If you wish to adjust a previously submitted consent form, please contact your school office. Once your school office has reset this form, you will find it located in the "Unsigned Consent Forms" section once again. This enables you to resubmit your response for that permission form.