

FORMS APPROVAL PROCESS – Parent Connect

(Please remember to complete for each child attending Ladner Elementary School)

Sign into Parent Connect -

You will be presented with Forms Approval just above and to the right of the Bulletin Board.

Each line is a separate form requiring processing.

Under the heading, **Document** *click on the box* to open a document with more information about that form. Please read the document and follow instructions to make any necessary changes.

Under the heading, **Select Response** *click on the drop-down arrow* to select the appropriate response for the form. This must be completed for each form present on the screen.

Select the Save button. The forms will be moved to **Forms History**.

The screenshot shows the CIMS Parent Connect - Bulletin Board interface. The page is titled "Parent Connect" and "South Park Elementary". The interface includes a navigation menu with options like Bulletin, Basic, Attend, Grades, SndMsg, Calendar, PassWrd, Reports, EPlan, Folder, and Logout. The main content area displays a student's information (1. ETHAN AGERBO) and a list of forms. The forms are:

Form	Document	Due Date	Select Response
Walking Field Trip Permission	Walking Field Trip	09/06/2011	"No Response"
Emergency Release Information	Emergency Release Information	10/30/2011	"No Response"
Family Demographic Information	Family Demographic Info	11/01/2011	"No Response"

Below the forms, there is a "Bulletin Board" section with a "click on <Basic> to access information" link. The page also shows a "Last Signon" of 10/26/2011 and a "Signon Count" of 1. A "Forms History" button and a "Save" button are visible.

After the forms have been removed to Forms History – you will still be able to view the selected responses by selecting the Forms History button.

You will NOT, however, be able to change your response from the Forms History. You will need to contact the school secretary to make any changes.