



## **PERMISSION FORM MANAGER**

### **PRODUCT OVERVIEW**

**Version 3.0**

*Audience – This document is intended for school district staff.*

**What is the Permission Form Manager?**

The Permission Form Manager is an online system for creating, distributing and managing school forms that require a signature.

**Why implement the Permission Form Manager?**

The Permission Form Manager eliminates the hassles related to distributing and managing paper-based consent forms requiring signatures from parents, guardians and/or students.

- Field Trip Forms
- Athletic Forms
- Use of the Internet Forms
- Registration Forms
- Medical Release Forms
- Volunteer Forms
- Code of Conduct Forms
- Acknowledgement of Risk Forms
- Permission Forms
- Safety Forms
- Student Conduct Forms

**What do people say?**

Admin - "Efficient for everyone - Saves us valuable time"

Teachers - "Easy to use"

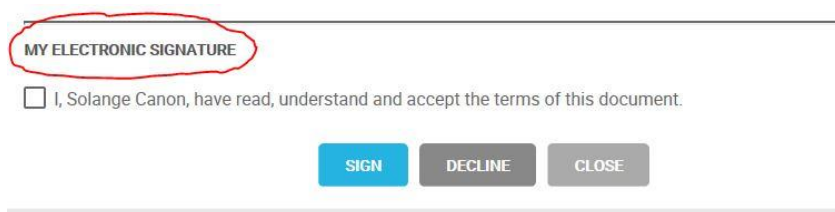
Parents - "Paperless is the way to go!"

"We used the Permission Form Manager and 80% of our athletic consent forms were signed in the first hour – WOW!"

– Bishop Grandin High School Coach

**Background - Are Electronic Signatures legal?**

The short answer is YES. Most countries around the world base their electronic signatures laws on the work of the United Nations Commission on International Trade Law (UNCITRAL) dating back to 1996 and modified in 2001. As a result, almost all countries recognize an electronic signature as having the same legal standing as a paper-and-pen signature. An electronic signature can take the form of a distinctive mark, sound, click, symbol or process as long as it is uniquely associated with an electronic document. In the Permission Form Manager, the electronic signature is completed by clicking a checkbox to indicate a parent or student’s understanding and consent. We also provide users with the ability to “Decline to sign” if they do not wish to sign a form. Once the signature process is completed, the signed electronic document is stamped with a “Certificate of Authenticity”. SchoolSoft uses proprietary processes to ensure a signed document cannot be altered in the future. Parents have the option of downloading the signed form.



Example of the Signature area at the bottom of each form.

**How does the Permission Form Manager integrate with PowerSchool?**

The Permission Form Manger is designed to be integrated with PowerSchool (other SIS’s to follow soon). The initial integration process will involve the PowerSchool Administrator from your school or district. After the two systems are integrated - parents, students and staff will log into PowerSchool to access the Permission Form Manager. SchoolSoft has been a trusted ISV Partner with PowerSchool since 2012.

**What about Customer Support?**

SchoolSoft provides easy access to our knowledgeable Support Team. They are available by phone or email and can answer your questions or help resolve any issues you encounter.

### Overview - What can a System Administrator do?

System Administrators are typically Office Staff or members of the Admin team. System Administrators are in control of the Permission Form Manager, and have access to all aspects of the application.

System Administrators have the ability to:

- Create, Edit and Delete Templates that are shared with teachers
- Distribute school-wide forms
- Access all active and completed forms in the school
- Manage parent, student and staff accounts
- Control Distribution lists
- Log into all staff accounts
- Control staff permission levels
- View the history of all signed forms

### What does a System Administrator see?

The screenshot shows the Permission Form Manager interface for Demonstration High School. The page is divided into two main sections: 'ACTIVE FORM STATUS' and 'COMPLETED FORM STATUS'. Each section includes a search bar and a table of form details.

#### ACTIVE FORM STATUS

| FORM NAME                                       | AUTHOR      | CATEGORY   | RETURN BY                 | STATUS     |
|---|-------------|------------|---------------------------|------------|
| <a href="#">Annual Field Trip Form - Demo</a>   | Cam McNicol | Field Trip | Sep 03, 2017 11:59 PM MDT | 29% 0% 71% |
| <a href="#">Annual District Field Trip Form</a> | Cam McNicol | Field Trip | Sep 15, 2017 11:59 PM MDT | 0% 0% 100% |

#### COMPLETED FORM STATUS

| FORM NAME  | AUTHOR      | CATEGORY        | RETURN BY                 | STATUS     |
|--|-------------|-----------------|---------------------------|------------|
| <a href="#">Riverside Golf Training - Dec 22, 2016</a> | Cam McNicol | Field Trip      | Jan 06, 2017 05:00 PM MST | 25% 0% 75% |
| <a href="#">Test 1</a>                                 | Sam Wong    | Field Trip      | Jan 11, 2017 05:00 PM MST | 3% 0% 97%  |
| <a href="#">Riverside Golf Training - Jan 22, 2017</a> | Cam McNicol | Field Trip      | Jan 23, 2017 05:00 PM MST | 0% 0% 100% |
| <a href="#">Walk in the Park</a>                       | Cam McNicol | Undefined       | Jan 26, 2017 05:00 PM MST | 8% 0% 92%  |
| <a href="#">Sam 1</a>                                  | Sam Wong    | Code of Conduct | Jan 31, 2017 05:00 PM MST | 0% 0% 100% |
| <a href="#">Sam 2</a>                                  | Sam Wong    | Code of Conduct | Jan 31, 2017 05:00 PM MST | 0% 0% 100% |

Screen capture of the System Admin Landing Page.

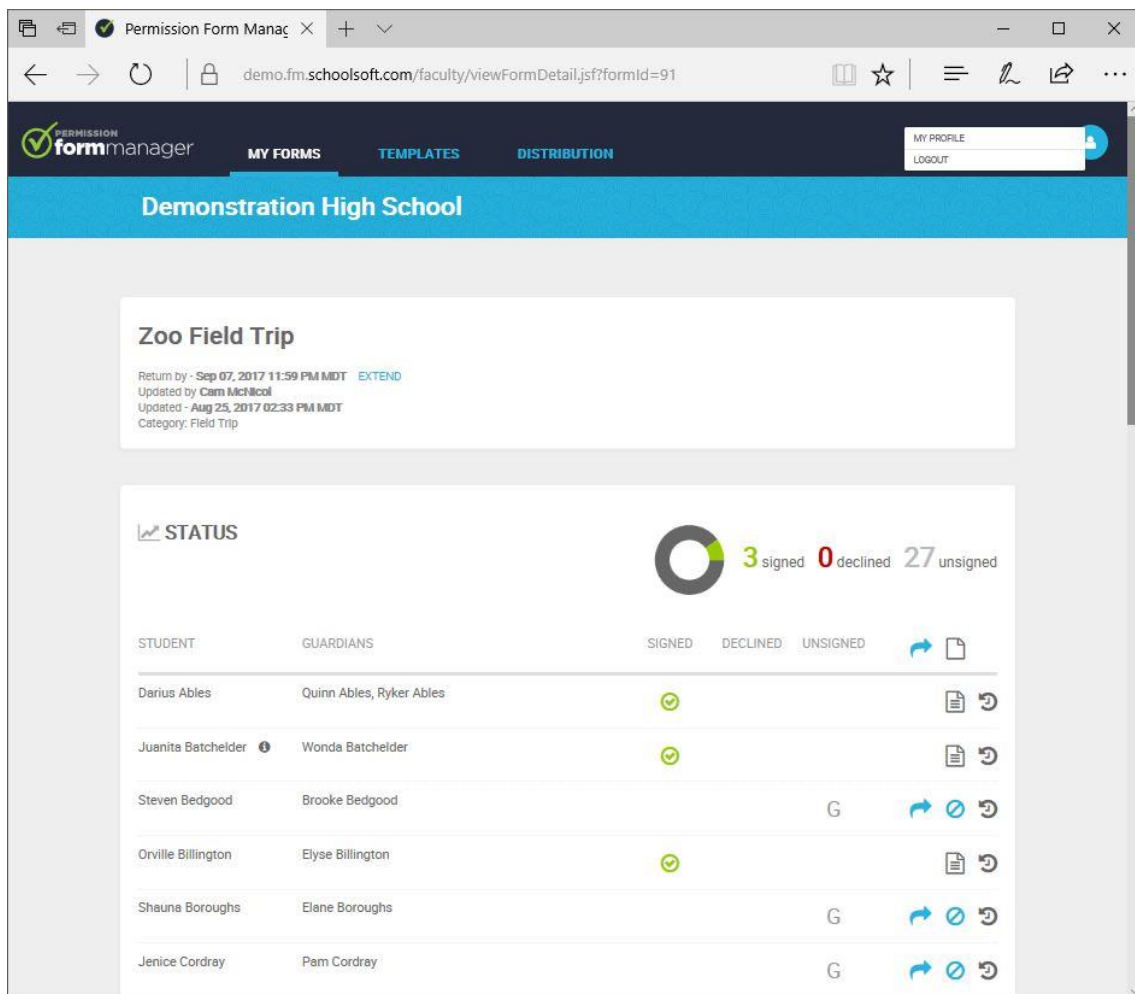
### Overview - What can a teacher do?

The teacher fundamentally creates a Form using the Template Library and distributes it to their students.

The teacher has the ability to:

- See the status of all their forms and monitor which forms have been signed.
- Edit a form from the Template Library
- Distribute a form to an existing distribution group from PowerSchool
- Create a new distribution group. E.g. Jazz Band or Girl's Volleyball
- Extend a form deadline
- Add a student to an existing form
- Send reminders to individual parents or all parents with unsigned forms
- Recall a form

### What does a Teacher see?



The screenshot shows the 'Permission Form Manager' interface for 'Demonstration High School'. The form title is 'Zoo Field Trip'. The return by date is 'Sep 07, 2017 11:59 PM MDT'. The status summary shows 3 signed, 0 declined, and 27 unsigned responses. Below the summary is a table with columns for Student, Guardians, Signed, Declined, and Unsigned. The table lists several students and their guardians, with some having signed the form.

| STUDENT            | GUARDIANS                | SIGNED | DECLINED | UNSIGNED |
|--------------------|--------------------------|--------|----------|----------|
| Darius Ables       | Quinn Ables, Ryker Ables | ✓      |          |          |
| Juanita Batchelder | Wonda Batchelder         | ✓      |          |          |
| Steven Bedgood     | Brooke Bedgood           |        |          | G        |
| Orville Billington | Elyse Billington         | ✓      |          |          |
| Shauna Boroughs    | Elane Boroughs           |        |          | G        |
| Jenice Cordray     | Pam Cordray              |        |          | G        |

Teacher view of a form that has been distributed to students.

**Overview - How does the Parent Process work?**

- 1) Parent receives an email indicating a form needs to be signed,
- 2) Parent clicks on link,
- 3) Parent accesses form on smartphone, tablet or computer,
- 4) Parent signs form and has the option to download a copy,
- 5) Parent receives confirmation email,
- 6) School sees that form is signed along with details.

\* The Permission Form Manager is designed to accommodate parents with children in multiple schools.

**What does a Parent see?**

The screenshot shows a web browser window with the URL `demo.fm.schoolsoft.com/user/editForm.jsf?userFormId=3908`. The page title is "ANNUAL FIELD TRIP FORM - Demo". The content includes a welcome message, a consent statement, a medical conditions section, and a signature section. The signature section has a checkbox and three buttons: "SIGN", "DECLINE", and "CLOSE".

Parent view of a Form requiring a signature.

## **Contact Us**

We are happy to connect anytime. Please feel free to contact us.

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