

A simple way to create,
distribute, and track
your schools parent
forms online



*“We had all of our forms for an
international trip reviewed, signed and
submitted in less than a minute.”*

-Parent,
Yamate Exchange

What is the Permission Form Manager?

The SchoolSoft Permission Form Manager is an online application for creating, distributing, and collecting school forms that require a signature. The Permission Form Manager makes life easier at your school by eliminating the time and resources needed to collect a signature for parents, students, staff, and administrators alike.

Key Benefits

- **Ensures accurate, timely, fulfilment** of legal requirements for school administrators
- **Provides assurance** to teachers that forms are properly distributed and collected
- **Ensures parent responses are received** by the school in a secure & timely manner

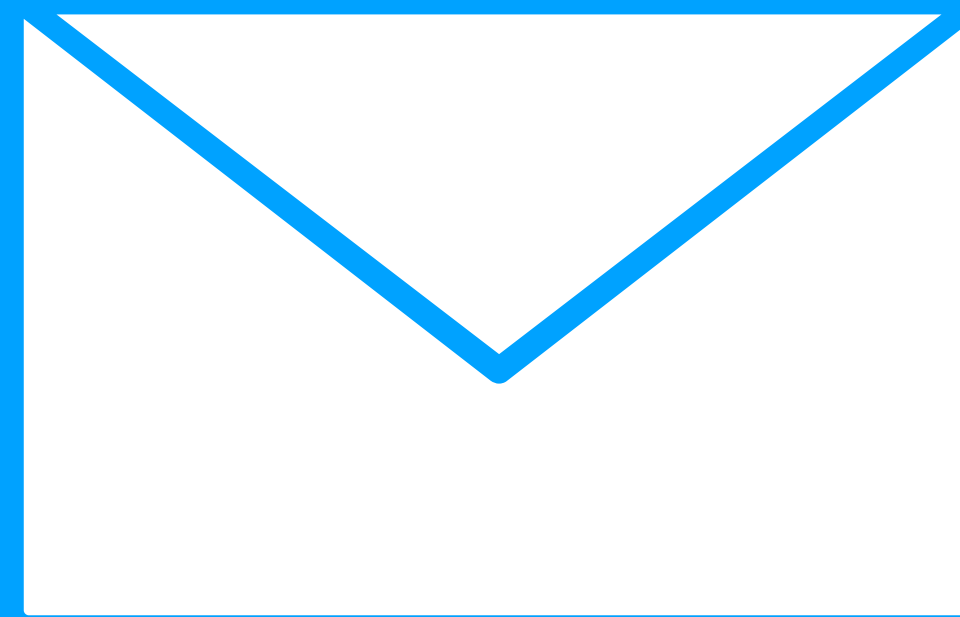
How does the Permission Form Manager Work?



1.

Staff Easily Create Forms

A staff member creates a new form directly in the Permission Form Manager by choosing from a template library.



2.

Forms Sent Directly to Parent Inbox

The Permission Form Manager integrates with PowerSchool to make it easy to select the parents a form is distributed to. Parent receive an email, open the form and sign it.



3.

Responses Automatically Collected

Parent responses are instantly collected and archived. Extend deadlines, recall forms, and send reminders with one click.

PowerSchool Integration

SchoolSoft was selected by PowerSchool in 2012 to become a certified Independent Software Vendor. PowerSchool integration allows for Single-Sign On access, ensures data security, and makes access easy for staff and parents. PowerSchool integration means forms are easily distributed to the people who need to sign them.

Every Type of Form Online

- Volunteer Forms
- Code of Conduct Forms
- Permission Forms
- Safety Forms
- Medical release Forms
- Field Trip Forms
- Risk Acknowledgment Forms
- Athletic Forms to teachers
- Use of Internet Forms
- Custom Forms

“The Permission Form Manager has made life easier for parents, for the teachers in our school, and me.”

**-Cathy Kropf
Office Manager,
Calgary Jewish Academy**

System Administrator

System Administrators are in control of the Permission Form Manager, and have access to all aspects of the application:

- Create, Edit & Delete Templates
- View history of all signs forms
- Manage parent, student, & staff accounts
- Control Distribution Lists
- Distribute School-wide forms
- Access all active & complete forms
- Send forms that require staff signatures

The screenshot shows the 'Demonstration High School' landing page for the System Administrator. It features two main sections: 'ACTIVE FORM STATUS' and 'COMPLETED FORM STATUS'. Each section has a 'Sort by...' dropdown and a 'Find a form...' search bar. The 'ACTIVE FORM STATUS' table lists forms like 'Annual Field Trip Form - Demo' and 'Annual District Field Trip Form'. The 'COMPLETED FORM STATUS' table lists forms like 'Riverside Golf Training - Dec 22, 2016', 'Test 1', 'Riverside Golf Training - Jan 22, 2017', 'Walk in the Park', 'Sem 1', and 'Sem 2'. Each row in the tables includes columns for Form Name, Author, Category, Return By, and Status.

Capture of System Administration Landing Page

The screenshot shows the 'Zoo Field Trip' form in the Teacher view. It includes a 'STATUS' section with a circular progress indicator showing 3 signed, 0 declined, and 27 unsigned responses. Below this is a table with columns for Student, Guardians, Signed, Declined, and Unsigned. The table lists several students and their guardians, with some rows showing a green checkmark in the 'Signed' column. There are also icons for each row to view or edit the form.

Teacher view of distributed form

Teachers

A teacher creates a Form by choosing from the Template Library and then distributes it directly to parents through the Permission Form Manager:

- Send and view status of their forms
- Add new students/parents to an existing form
- Send reminders to those that have not signed forms
- Recall a form
- Edit forms from Template Library
- Send forms to existing Powerschool distribution groups
- Create a new distribution Group
- Extend a form deadline

Parents

Parents complete forms with ease and simplicity-- anytime, anywhere, any device:

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 option to download copy,
5. Parent receives confirmation email,
6. School sees that form is signed along with details

The screenshot shows the 'ANNUAL FIELD TRIP FORM - Demo' in the Parent view. It includes a welcome message, a consent statement, and a section for medical conditions. There are also sections for volunteer driver status and automobile liability insurance. At the bottom, there is a section for the parent's electronic signature and a checkbox to accept the terms of the document. The form has 'SIGN', 'DECLINE', and 'CLOSE' buttons at the bottom.

Parent view of form requiring a signature

Are Electronic Signatures Legal?

Yes! Electronic signature laws are based on the United Nations Commission on International Trade Law. As a result, electronic signatures have the same legal standing as a paper-and-pen signature. An electronic signature can take the form of a mark, sound, click, or symbol. In the Permission Form Manager, the electronic signature is completed by clicking a checkbox to indicate a parent or student's understanding and consent. Every signed form includes an appended certificate of authenticity.

School Support

SchoolSoft provides easy access to our knowledgeable Support Team. You will be designated a personal School Success Specialist that is available by phone or email. We are dedicated to answering your questions about anything Permission Form Manager.

Pricing

It does not matter if you have a small, medium, or large sized school. The Permission Form Manager is built to accommodate all school sizes.

Standard School

For schools up to 999 students

**\$95 + \$1 per
student**

to a max of \$695 per year*

Large School

For schools over 999 students

**\$895 per
year**



Single Sign-On

One set of credentials for
each user

Seamless Data Exchange

Bi-directional data
integration

Streamlined User Experience

Directly embedded for
intuitive access