

# FORMS APPROVAL PROCESS – Parent Connect

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.

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.*

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"

After the forms have been moved 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.