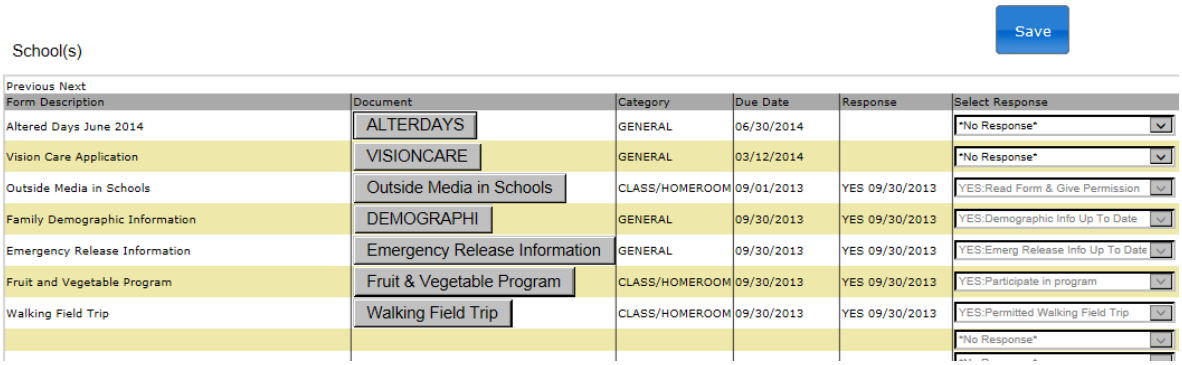
Delta School District - Parent Connect

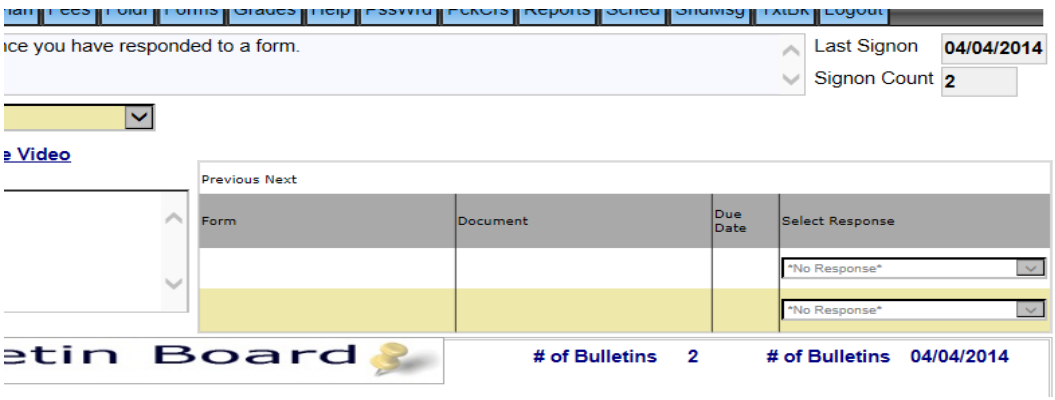
How To Respond to Electronic Forms Approval Requests

Several forms must to be signed off each year for such things as Field Trips, Video Permissions, and various other areas that require parent approval. Some forms are required by the Ministry or the District while some are school based. Forms that do not need a physical signature will be posted electronically online in Parent Connect for parents to give their approval with an electronic response (forms needing a physical signature are mailed home to parents). These electronic forms are found on the "**Form"** tab.



Each Forms Approval item will have an associated PDF document explaining what that particular Forms is about. View this document by clicking the grey button under the Document column. Each form will require the parent to select a predefined response appropriate for that form. Most responses are typically a **Yes** or **No** type response where you indicate approval for something or that you've read the form or validated/updated some information.

The responses can be chosen by clicking on the down arrow to the right of the Response box, click the down arrow and choose your response and then click the blue "**Save**" button. Once a response has been selected and saved it is locked from further changes.

If you need to change the response after it's been saved and locked then you will have to contact the office to change it for you. The reason the office must make the change is because student lists are quite often developed based on the responses and these lists are given to staff or groups who look after certain areas. By having the office make the change they will be aware of the change and make the adjustment to the students lists so that they are up to date and accurate.

On the Bulletin Board screen, there is a section that displays those Forms without a response. When you respond to those forms on the Bulletin Board and save the responses, the forms will disappear off the Bulletin Board, leaving only those still outstanding. If there are no Forms on the Bulletin Board to respond then all Form Approvals have been completed.