

Operating Procedure – Annual Data Check on Parents Portal

Overview

This describes the procedure to be followed for administering the annual data check on parentsportal.scot.

Process for School Office

- Open SEEMIS Click & Go when your school is ready to carry out the annual data check.
- Click 'Application' > 'Records' > 'Enquiries' > 'Annual Data Check'
- When the page refreshes click 'New List'
- Sort the records by clicking on the Online Status column.
- If the pupil has a link to their parent via [parentsportal](http://parentsportal.scot), it will show as 'Can be requested' in the Online Status column
- If not linked to the parent, the column will be blank
- Highlight the record you want to send the annual data check to
- Click 'Request completion of online annual data check form' at the bottom of the page
- An email notification will be sent automatically to the main contact for the child

To check completion of annual data check by parents:

- Access SEEMIS Click & Go
- Click 'Application' > 'Records' > 'Enquiries' > 'Annual Data Check'
- Click the Issue Format dropdown field and select 'Online'
- Click 'New list'
- Any completed data checks will be shown in the Online Status Column as 'Received', along with date of completion

To send reminders:

- Click 'Application' > 'Records' > 'Enquiries' > 'Annual Data Check'
- Click the Issue Format dropdown field and select 'Online'
- Click 'New list'
- In Online Status Column if a record is 'Requested', this means the parent has been sent the notification to complete it but the information is still outstanding
- Select the record you want to send reminder to and click 'Request completion of online annual data check form' at the bottom of the page
- This will issue parents with a reminder to complete the annual data check

If the parent wishes to change any information on the data check this will need to be approved by the school:

- Access SEEMIS Click & Go.
- On the main page this will show as 'Pending student data changes'. Please ensure these are processed as soon as possible so the parent can complete the online data check
- Click 'Application' > 'Records' > 'Online Services Data Update'
- Click 'Load'. All pending data changes are now listed
- Click on a record and the type of request will be listed below
- Click on the request type and more information will appear for you to check
- Choose to either 'Approve' or 'Reject' the request. If you 'Reject' more information will be needed in the free text box before you can submit
- Click 'Submit'
- An email will automatically be sent to the parent telling them the data has been confirmed and they can complete the data check

Related Documentation

Video Link:



Annual Data Check.mp4

SEEMiS process:



Seemis distributing
annual data check.p