



# Linked Child Approval Guidance Notes



## ONLINE SERVICES CHILD LINK PROCESS


98XX010: Click+Go for Mrs H Madsen - Test Primary

Application My Profile My Menu Help

**Test Primary**

**Wednesday 05 September**

5/Sep/18	16:30	<p>There are 2 pending child link requests requiring attention.</p> <p>There are 16 unsuccessful match child link requests requiring attention.</p> <p>There is 1 child link verification failure requiring attention.</p> <p>These can be processed at Application   Records   Online Services Child Link.</p>
5/Sep/18	16:30	<p>There are 40 students waiting to be enrolled (Full Transfer)</p> <p>There are 23 students waiting to be enrolled (Transfer)</p> <p>There are 289 students waiting to be enrolled (Confirm New)</p> <p>There are 12 students who were registered to join this school but have now been registered at other schools. You will no longer be able to fully enrol these pupils.</p> <p>21 outgoing transfers have been rejected.</p> <p>As some of these are now more than a year old these have been locked. (Cancel Leaver Screen)</p> <p>There is 1 student waiting to be enrolled (Import NAMS Records)</p>
5/Sep/18	16:30	There are 2 students waiting to be enrolled (Copied Record)
5/Sep/18	16:30	9 students have had their LAC order status updated in the past 14 days.
5/Sep/18	16:30	<p>There are unprocessed attendance updates for students in your school that have been copied out to other schools.</p> <p>These can be processed at Pilot   Attendance   Copied Out Records Updates.</p>



**All pending, unsuccessful match link requests and child link verification failure messages will appear on the SEEMIS Click & Go front screen.**


98XX010: Click+Go for Mrs H Madsen - Test Primary

Application My Profile My Menu Help

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- Attendance >
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- Online Services Child Link**
- GIRPAC
- Remove Guardians
- Student Name Change History
- Edit
- Pupil Profile
- Reports
- Enquiries
- Pupil Login Calculation
- Address Discrepancies
- Block Edit
- Student Photographs
- Merge Duplicate Guardians
- eCare Messages
- Pastoral Assessment
- Pupil Plans
- Risk Matrix
- ASP
- New Pastoral Notes
- NEC Feed
- Youth Gateway Referral Form
- COSE
- Latest Pastoral Notes

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CHILD LINKED APPROVAL GUIDANCE NOTES V1 24/09/2018

98XX010: Click+Go for Mrs H Madsen - Online Services Child Link - Test Primary

Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select Link Status: Pending

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Date of Request
Hayley May	Cairns	P7	Christopher Robert	Cairns	Parent	05/09/2018 11:50:35
Gillian Janet	Fairlie	P6	Lynne Thomson	Fairlie	Parent	05/09/2018 11:52:53

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Default screen will show all pending requests

Pending requests are those which have been submitted by the parent/carers via the Parents Portal and will sit in a pending status until approved or rejected by the school.

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Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select Link Status: Pending

Load

Student Forename	Surname	Stage	Contact Forename	Contact Surname	Relationship	Date of Request
Hayley May		P7	Christopher Robert	Cairns	Parent	05/09/2018 11:50:35
Gillian Janet	Fairlie	P6	Lynne Thomson	Fairlie	Parent	05/09/2018 11:52:53

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## Approving the Child Link

98XX010: Click+Go for Mrs H Madsen - Online Services Child Link - Test Primary

Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select Link Status: Pending

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Date of Request
Hayley May	Cairns	P7	Christopher Robert	Cairns	Parent	05/09/2018 11:50:35
Gillian Janet	Fairlie	P6	Lynne Thomson	Fairlie	Parent	05/09/2018 11:52:53

**Matched Student Data**  
Forename: Gillian  
Surname: Fairlie  
Stage: P6

**Matched Contact Data**  
Forename: Lynne Thomson  
Surname: Fairlie  
Relationship: Parent

Date of Request: 05/09/2018 11:52:53

☐ Approve  
☐ Reject:

Submit Cancel

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To approve or reject a link, the user will select the student and the box below will appear. If the user chooses to approve and submit, the link request is then approved and the parent will be updated. They can now access to online services via the parents portal

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Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select Link Status: Approved

Select Date Range: 06/09/2017 - 05/09/2018

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Date of Approval
Eleanor	Nicol	P1	David	Nicol	Parent	19/02/2018 15:42:31
Cohen	Smith	P1	Mhairi	McIlwraith	Parent	08/08/2018 10:35:13
Amanda	Jelley	P7	Hazel Ann	Cairns	Parent	05/09/2018 13:22:04
Nicola	Robinson	P5	Karen	Smith	Parent	05/09/2018 15:58:50
Calum John	Brown	P4	Alistair Roy	Brown	Parent	05/09/2018 16:21:40
Matthew Edward	Cook	P4	Lynsey	Cook	Parent	05/09/2018 16:24:35
Gillian Janet	Fairlie	P6	Lynne Thomson	Fairlie	Parent	05/09/2018 16:31:05

All approved links can be displayed by selecting approve and clicking on load. The user will have the ability to view approvals within a selected date range.

Information shown is the student forename, surname, stage and the contact forename, surname, relationship and approval date.

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## Rejecting a Child Link Request

98XX010: Click+Go for Mrs H Madsen - Online Services Child Link - Test Primary

Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select Link Status: Pending

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Date of Request
Hayley May	Cairns	P7	Christopher Robert	Cairns	Parent	05/09/2018 11:50:35

**To reject a request, the user must highlight the student, click on reject, provide reason and submit.**

**A REASON MUST BE ENTERED IN THE BOX HIGHLIGHTED RED.**

**Matched Student Data**  
Forename: Hayley  
Surname: Cairns  
Stage: P7

**Matched Contact Data**  
Forename: Christopher Robert  
Surname: Cairns  
Relationship: Parent

Date of Request: 05/09/2018 11:50:35

The link request was produced for a different admission record.

☐ Approve

☒ Reject:

Submit Cancel

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Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select Link Status: Rejected

Select Date Range: 06/09/2017 - 05/09/2018

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Date of Rejection
Blake	Leslie	P3	Mason	Leslie	Parent	19/02/2018 15:44:41
Keith	Grant	P4	Pat	Sneddon	Parent	05/09/2018 16:01:59
Hayley May	Cairns	P7	Christopher Robert	Cairns	Parent	05/09/2018 16:32:21

**Matched Student Data**  
Forename: Hayley  
Surname: Cairns  
Stage: P7

**Matched Contact Data**  
Forename: Christopher Robert  
Surname: Cairns  
Relationship: Parent

Date of Rejection: 05/09/2018 16:32:21

The link request was produced for a different admission record.

Reason for Rejection:  
reject

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## Suspending an Approved Link

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Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select Link Status: **Approved**

Select Date Range: 06/09/2017 - 05/09/2018

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Date of Approval
Eleanor	Nicol	P1	David	Nicol	Parent	19/02/2018 15:42:31
Cohen	Smith	P1	Mhairi	McIlwraith	Parent	08/08/2018 10:35:13
Amanda	Jelley	P7	Hazel Ann	Cairns	Parent	05/09/2018 13:22:04
Nicola	Robinson	P5	Karen	Smith	Parent	05/09/2018 15:58:50
Calum John	Brown	P4	Alistair Roy	Brown	Parent	05/09/2018 16:21:40
Matthew Edward	Cook	P4	Lynsey	Cook	Parent	05/09/2018 16:24:35
Gillian Janet	Fairlie	P6	Lynne Thomson	Fairlie	Parent	05/09/2018 16:31:05

**Matched Student Data**  
Forename: Gillian  
Surname: Fairlie  
Stage: P6

**Matched Contact Data**  
Forename: Lynne Thomson  
Surname: Fairlie  
Relationship: Parent

**Date of Approval:** 05/09/2018 16:31:05

☒ Suspend ☐ Resume

Submit Cancel

To suspend an approved link:

1. Select student
2. Click suspend
3. Submit

The parent will no longer have access to the child data via the parent portal.

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Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select Link Status: **Suspended**

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Date of Suspension
Gillian Janet	Fairlie	P6	Lynne Thomson	Fairlie	Parent	05/09/2018 16:31:43

**Matched Student Data**  
Forename: Gillian  
Surname: Fairlie  
Stage: P6

**Matched Contact Data**  
Forename: Lynne Thomson  
Surname: Fairlie  
Relationship: Parent

**Date of Suspension:** 05/09/2018 16:31:43

☐ Suspend ☒ Resume

Submit Cancel

To resume a suspended link:

1. Select suspended from the drop down menu
2. Highlight the student
3. Click on resume and then submit.

The link will appear back in the approved section

Ready

## Viewing Former Pupil Links

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Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select Link Status: Ended

Select Date Range: 06/09/2017 - 05/09/2018

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Date Ended
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## Viewing Unsuccessful Match Attempts

98XX010: Click+Go for Mrs H Madsen - Online Services Child Link - Test Primary

Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select State: Unacknowledged

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Match Failure Reason	Date of Request
Aela	Parry	P3	Richard	Simpson	Aunt/Uncle	Invalid Mobile	19/02/2018 14:54:28
Matilda	Simpson	P3	Jenny	Simpson		Student Details	19/02/2018 14:55:03
Nancy	Marshall	S4	Agnes	Marshall		Student Details	19/02/2018 14:55:33
Eleanor	Nicol	P1	David	Nicol	Parent	Link Already Exists	19/02/2018 14:56:00
Amy Lynn	Moore	S4	Louise	Moore			
Calum John	Brown	P4	Alistair Roy	Brown	Parent		
Hayley May	Cairns	P7	Christopher Robert	Cairns	Parent		
Hayley May	Cairns	P7	Christopher Robert	Cairns	Parent		
Gillian Janet	Fairlie	P6	Lynsey	Cook	Parent		
Gillian Janet	Fairlie	P6	Lynsey	Thomson	Parent		
Iona	McAllistair	S1	Colin	McAllistair			
Eleanor	Nicol	P1	David	Nicol	Parent		
Eleanor	Nicol	P1	David	Nicol	Parent		
Eleanor	Nicol	P1	David	Nicol	Parent		
Melanie B	Allan	P7	David	Allan	Parent		
Melanie B	Allan	P7	David	Allan	Parent		

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Unsuccessful match attempts occur when a parent has entered details on the Parents Portal which differ from those on the pupil record meaning the automatic match process has been unsuccessful. To view this information, select the 'view unsuccessful match attempts' tab.

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Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select State: Unacknowledged

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Match Failure Reason	Date of Request
Aela	Parry	P3	Richard	Simpson	Aunt/Uncle	Invalid Mobile	19/02/2018 14:54:28
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Nancy	Marshall	S4	Agnes	Marshall		Student Details	19/02/2018 14:55:33
Eleanor	Nicol	P1	David	Nicol	Parent	Link Already Exists	19/02/2018 14:56:00
Amy Lynn	Moore	S4	Louise	Moore			
Calum John	Brown	P4	Alistair Roy	Brown	Parent		
Hayley May	Cairns	P7	Christopher Robert	Cairns	Parent		
Hayley May	Cairns	P7	Christopher Robert	Cairns	Parent		
Gillian Janet	Fairlie	P6	Lynsey	Cook	Parent		
Gillian Janet	Fairlie	P6	Lynsey	Thomson	Parent		
Iona	McAllistair	S1	Colin	McAllistair			
Eleanor	Nicol	P1	David	Nicol	Parent		
Eleanor	Nicol	P1	David	Nicol	Parent		
Eleanor	Nicol	P1	David	Nicol	Parent		
Melanie B	Allan	P7	David	Allan	Parent		
Melanie B	Allan	P7	David	Allan	Parent		

Comment:

Acknowledge

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To acknowledge that the information has been reviewed.

Highlight the student record

Enter a comment in the box highlighted red

Click acknowledge

**A COMMENT MUST BE ENTERED**

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Application My Profile My Menu Help

History

View All Link RequestsView Unsuccessful Match AttemptsView Failed Link Verification Attempts

Select State: Acknowledged

Select Date Range: 06/09/201705/09/2018

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Match Failure Reason	Date of Request
Colin	Barrowman	P7	Debbie	Barrowman		Student Details	19/02/2018 14:52:04
Aela	Parry	P3	Richard	Simpson	Aunt/Uncle	Invalid Mobile	19/02/2018 14:54:28

Comment:  
acknowledged

Ready | Test Primary

## Viewing Failed Link Verification Attempts

Anytime a parent accesses a child's record via parents portal, checks are made to prove it is still valid. If any information has changed on the pupil record or the contact details have changed, the link may fail.

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Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select State: Unacknowledged

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname
Amanda	Jelley	P7	Hazel Ann	Cairns

Comment:

Acknowledge

Ready | Test Primary

**To view the failed link verification:**

Select view failed link verification attempts tab.

The default state shows unacknowledged verification attempts and displays the verification failure reason. To acknowledge the verification failure reason, comment in the box highlighted red and click acknowledge

**COMMENTS MUST BE ENTERED**

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Application My Profile My Menu Help

View All Link Requests View Unsuccessful Match Attempts View Failed Link Verification Attempts

Select State: Acknowledged

Select Date Range: 06/09/2017 - 05/09/2018

Load

Student Forename	Student Surname	Stage	Contact Forename	Contact Surname	Relationship	Verification Failure Reason	Date of Request
Amanda	Jelley	P7	Hazel Ann	Cairns	Parent	No Parental Rights	05/09/2018 13:25...

Comment:  
acknowledged

Ready | Test Primary

**To view acknowledged failed link attempts**

1. Select acknowledge
2. Set date (if required)
3. Click load

Results will display on screen.