

## Operating Procedure – Permission Slip (Non Trip) using a casual group on Parents Portal

### Overview

This describes the procedure to be followed for dealing with non-trip permission slips using a casual group that has been set up in SEEMiS (e.g. permission to use photograph).

### Process for School Office

- Sign into the admin portal for [parentsportal.scot](https://parentsportal.scot)
- Click 'Permission Slip - Trip' > select 'Trip permission slip using a casual group'
- Permission slips for trips already created will be visible
- Click 'Create new permission slip'
- Search for the casual group using the drop down list - you can also enter a date range to narrow the search. Click 'Search'
- Click 'Select' in the action column for the casual group you want to use
- To provide more details of the trip, click on the spinning cog icon in the Action column
- Click on the Documents tab. Here you can add any documents relevant to the trip. You can add a document by dragging it into the box or selecting a file from your computer (up to 5 documents can be added)
- Click 'Save' when you have added all documents
- Click on the Questions tab to choose which questions you would like parents to answer in relation to this trip. Tick the questions in the 'Select' column and then 'Add Question' to add them to your slip. Click 'Save'
- Click Message to Parent tab. Enter the text that will be read by the parents about the trip and provide a deadline to respond by. Click 'Save'
- Click the Search Students tab to choose which student will receive the permission slip. Clicking 'Search students from SEEMiS' will show all the student that are assigned to that group from SEEMiS. Remember - if the parent does not use [parentsportal.scot](https://parentsportal.scot) you will need to send this via email or schoolbag for that student separately.
- Select full list of student by ticking the box in the 'Select' column header or chose individual students. Once you have chosen all students click 'Select' at the bottom of the page
- If you would like to add any other pupils, you will need to first add them to the casual group on SEEMiS before adding them on [parentsportal.scot](https://parentsportal.scot)
- Before issuing, check all details are correct in the permission slip in the Overview tab
- Publish the permission slip by going to the Added Student tab and ensuring everyone who you want to receive the permission slip is ticked. Once this is done click 'Send notification'
- Responses will be logged in the Overview tab. These can then be updated in SEEMiS, if required

### **Sending reminders:**

- In the Added Students tab select 'Send reminder' from the dropdown list in the Action column to the student you want to issue with a reminder

### **Removing students from the list:**

- In the Action column, select 'Remove' from the dropdown list

### **Archiving the permission slip once the trip is over:**

- From the main menu along the left hand side, select 'Permission Slip' > 'Non-trip'
- Click on the dustbin icon in the Action column to archive the trip
- You will still be able to view details of previous permission slips

## **Related Documentation**



**Permission Slip For  
A Trip Using A Casua**



How to export data  
from permission slip