

# ParentSquare – Field Trips – Student Permission Slips

-Updated: 8/6/2019

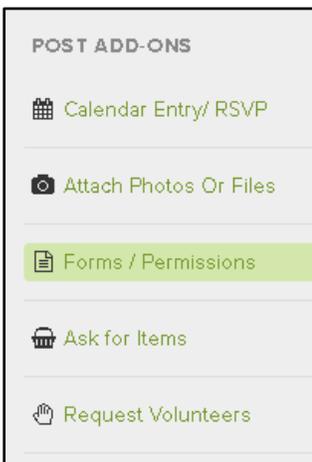
Create a **Post**.

Enter the **Recipients**, **Subject** and **Description** of the field trip for parents to review.



The screenshot shows a form for creating a post. It includes a 'To' field, a 'Subject' field, and a 'Description' field. The 'Description' field has a rich text editor with various formatting options like bold, italic, underline, and text color. A dropdown menu for 'Who should see this?' is set to 'Staff and Parents'.

Select the **Forms / Permissions** add-on from the left navigation menu:



The screenshot shows the left navigation menu with the following options:

- POST ADD-ONS
- Calendar Entry/ RSVP
- Attach Photos Or Files
- Forms / Permissions**
- Ask for Items
- Request Volunteers

Select the date permission slips should be completed by.

**IMPORTANT** –

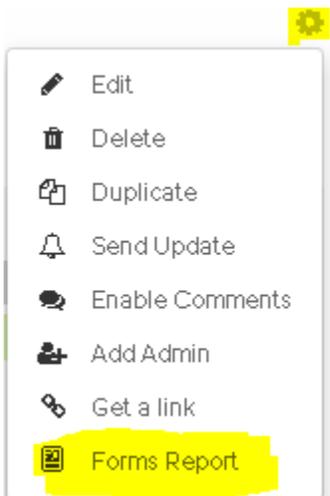
Select an existing form: **Field Trip – Permission, Waiver and Release Form**



The screenshot shows the form configuration screen. It includes a 'When do you need completed form by' field with a date input 'yyyy-mm-dd'. There are two radio buttons: 'Select an existing form' (selected) and 'Create a new form'. A dropdown menu is open, showing the selected form: 'Field Trip - Permission, Waiver and Release Form (Staff and parents)'. A 'Remove Form' button is visible in the top right corner.

Submit the **Post** when ready.

To view the status of student permission slips, select the **Settings** gear for the Post, and click **Forms Report**:



The permission slips can be printed or exported to CSV from the **Forms Report** screen:

A screenshot of the 'Forms Report' screen for a field trip. The title is 'Forms for Field Trip to San Antonio - Band Competition'. At the top, there are three summary cards: 'Total Distributed' with a '0', 'Completed' with a '0', and 'Awaiting Reply' with a '0'. Below these is a section titled 'Completed Forms' with a green header. In this section, there are two buttons: 'Export CSV' (highlighted in yellow) and 'Print'. To the right is a search box. Below the buttons is a table with the following columns: Student ID, Student Name, Student School, Student Grade, Student Classes, Consent to Medical Treatment, Consent to Administration of Medications, Student Date of Birth, Name of Health Insurance Company, Insurance Company Subscriber ID Number, and Insurance Company Phone Number. The table is currently empty, and a message at the bottom right says 'No data available in...'. Each column header has a small up/down arrow icon next to it.