

parentsportal.scot



Permission Slips

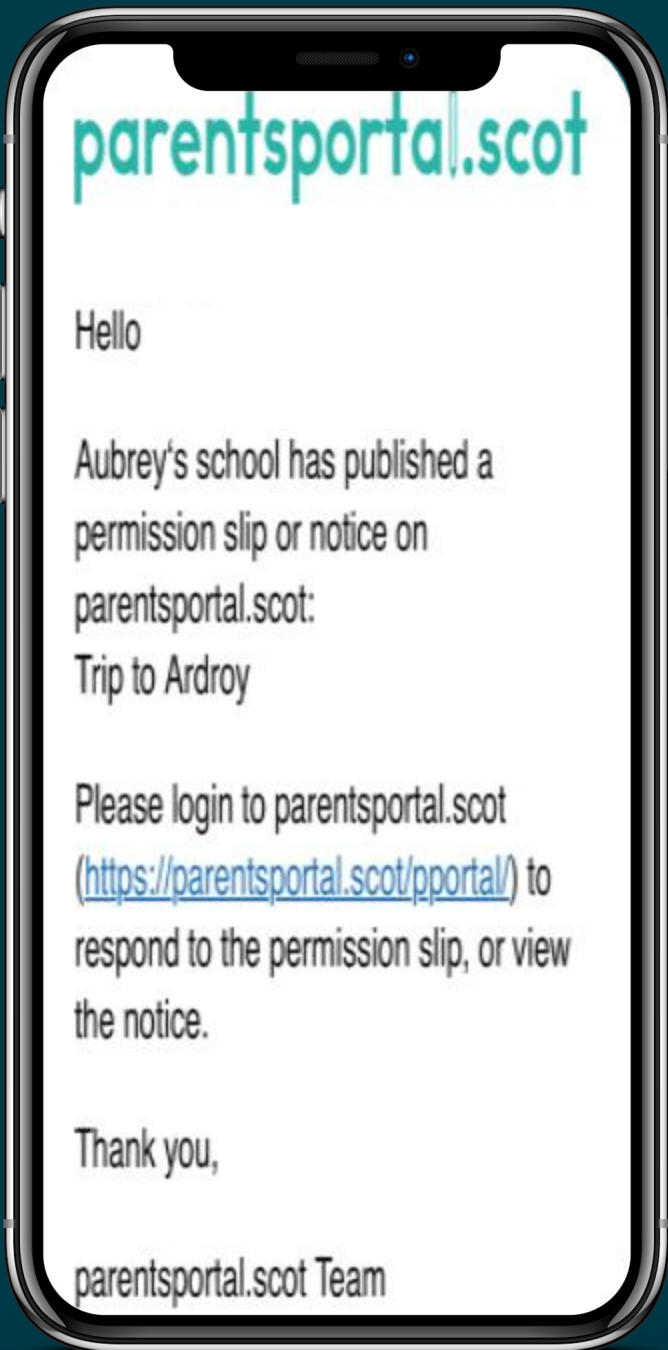
Quick Guide
for Parents

This guide will show you how to:

1. Respond to a Permission Slip



When your child's school have published a permission slip...



You'll receive an email that looks like this

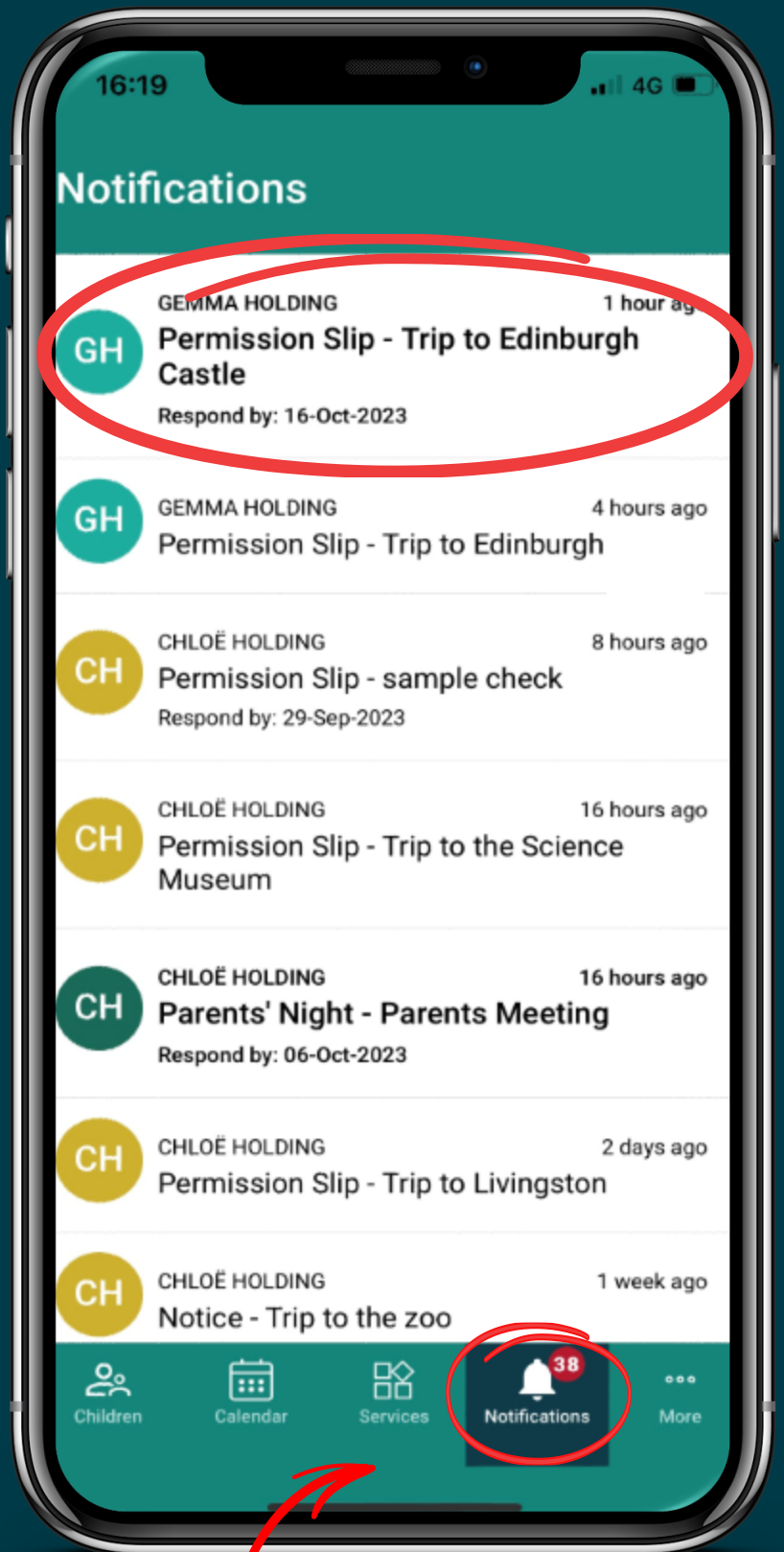


You'll also see a notification in the parentsportal.scot app if you have them enabled

parentsportal.scot

Using the [parentsportal.scot](https://parentsportal.scot.nhs.uk) mobile app...

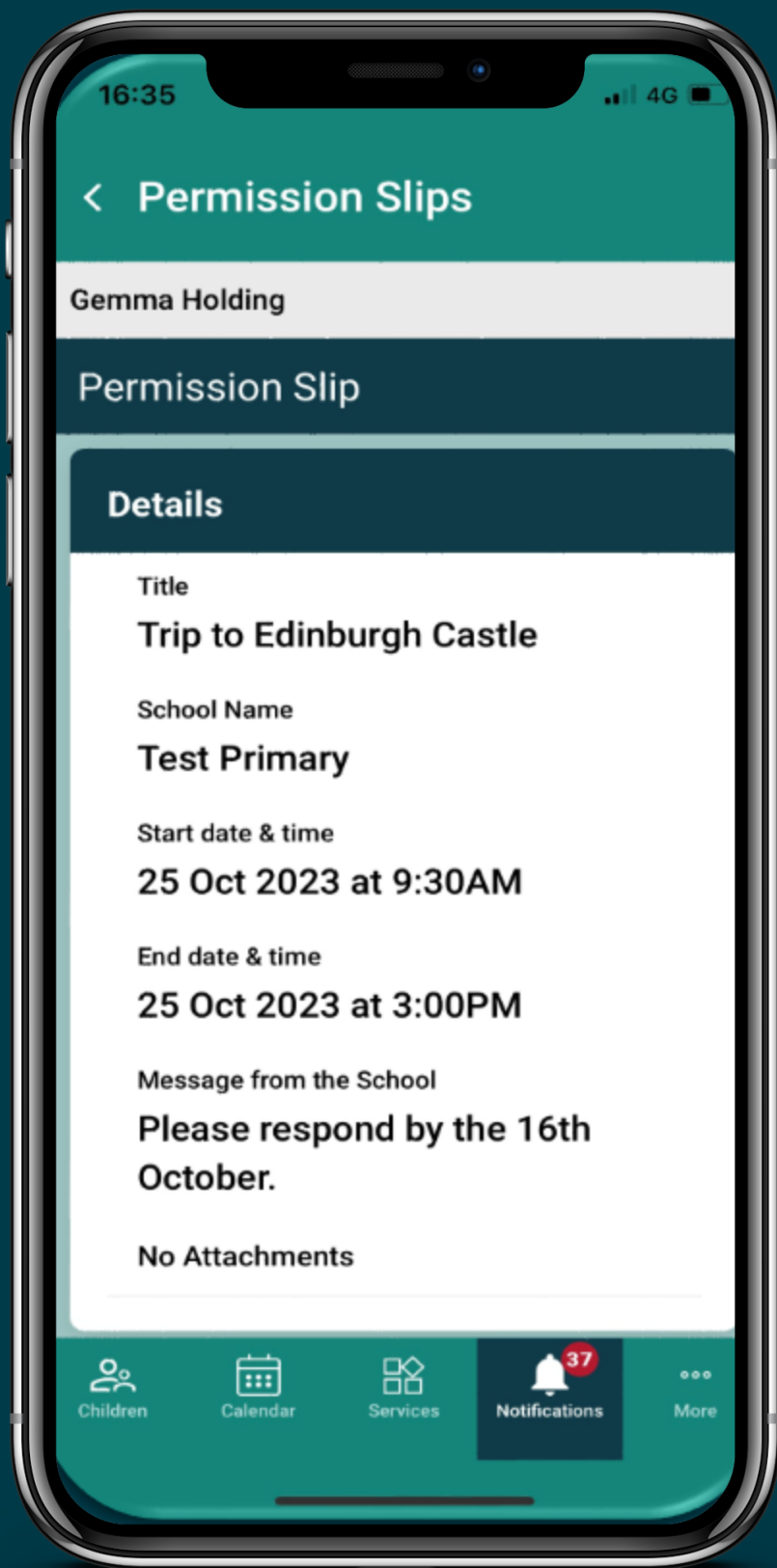
Tap on the notification



In the
Notifications
tab

parentsportal.scot

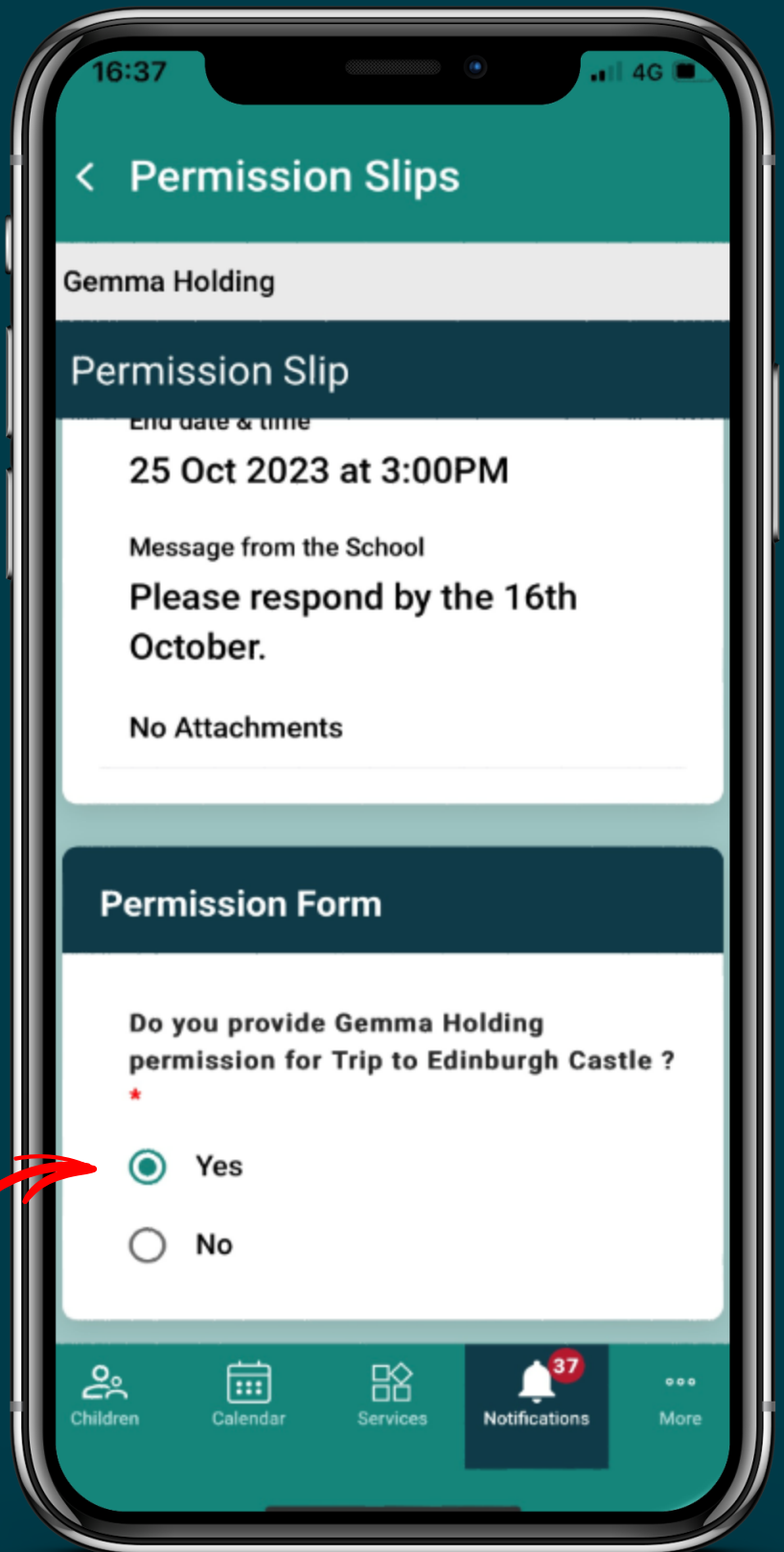
Here you can view the details of the permission slip



To respond to the permission slip, **Scroll down**

To provide permission...

Please note:
only the child's
Main Contact
can respond to
a permission
slip



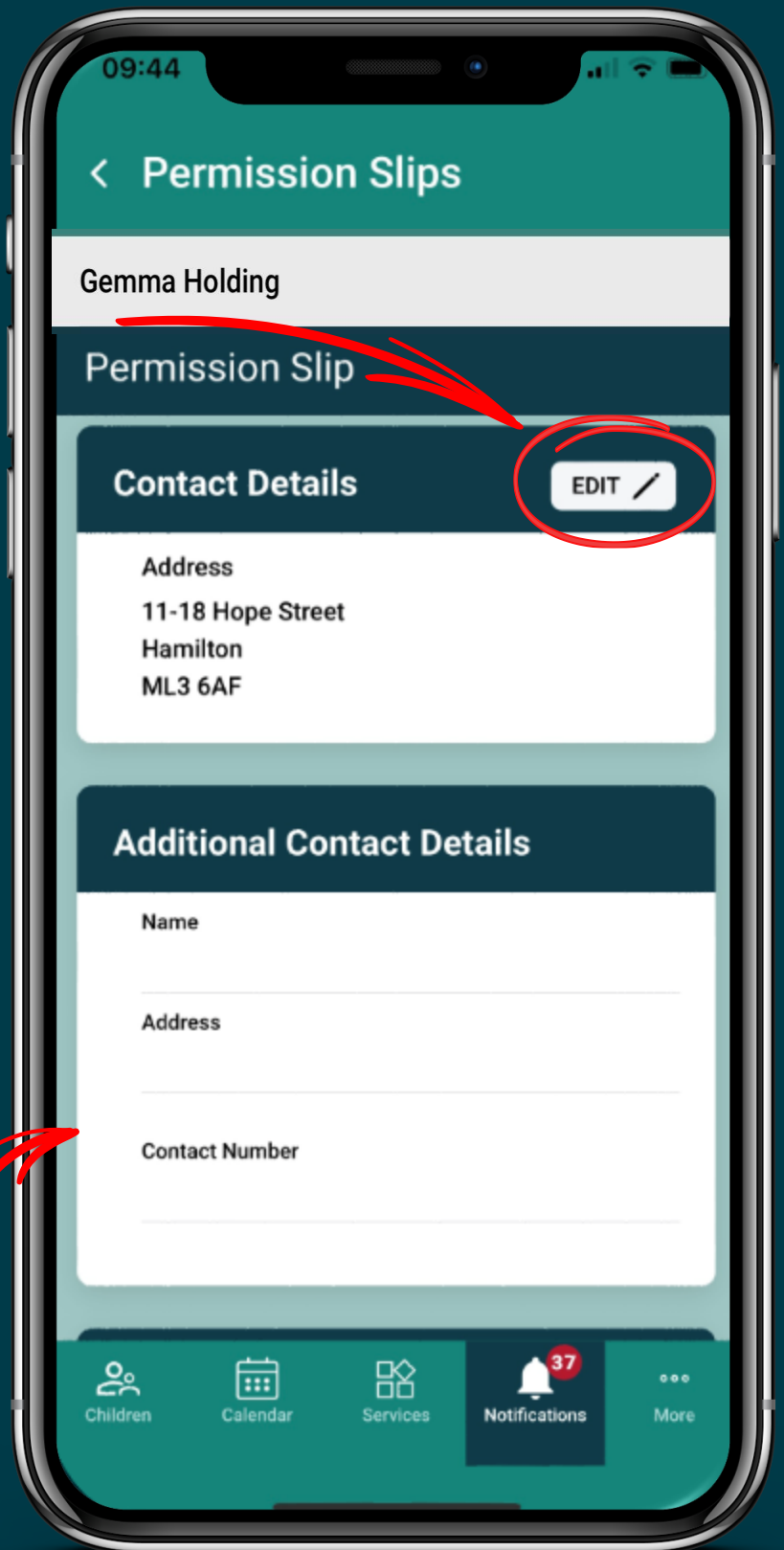
Tap **Yes**, and
scroll down
to complete
the form

To provide permission...

You can **Edit** sections if the details are not correct.

However, you will need to wait for the school to approve this information

You can add an **additional contact** that you would like the school to have for this specific trip



To provide permission...

The
Permission
Slip might
have
additional
questions



Provide an
answer to
each
question and
scroll down

16:38 4G

< Permission Slips

Gemma Holding

Permission Slip

Additional Questions

Does your child have any allergies? *

Yes

No

allergic to eggs

If yes, please provide full details:

Does your child need to carry any medication on the trip? If so, provide details below please: *

Yes

No

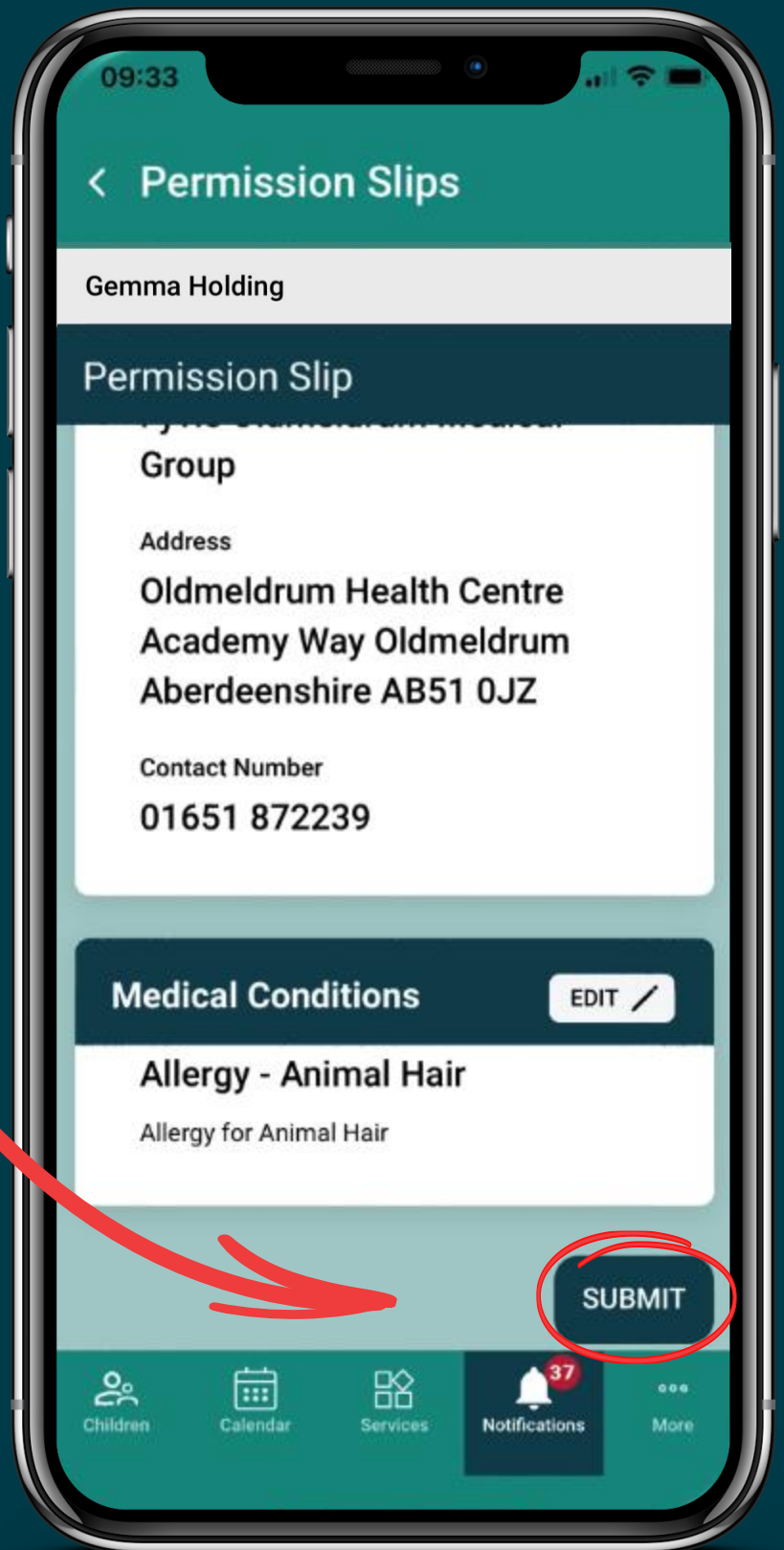
Does your child have any special dietary requirements? *

Children Calendar Services Notifications 37 More

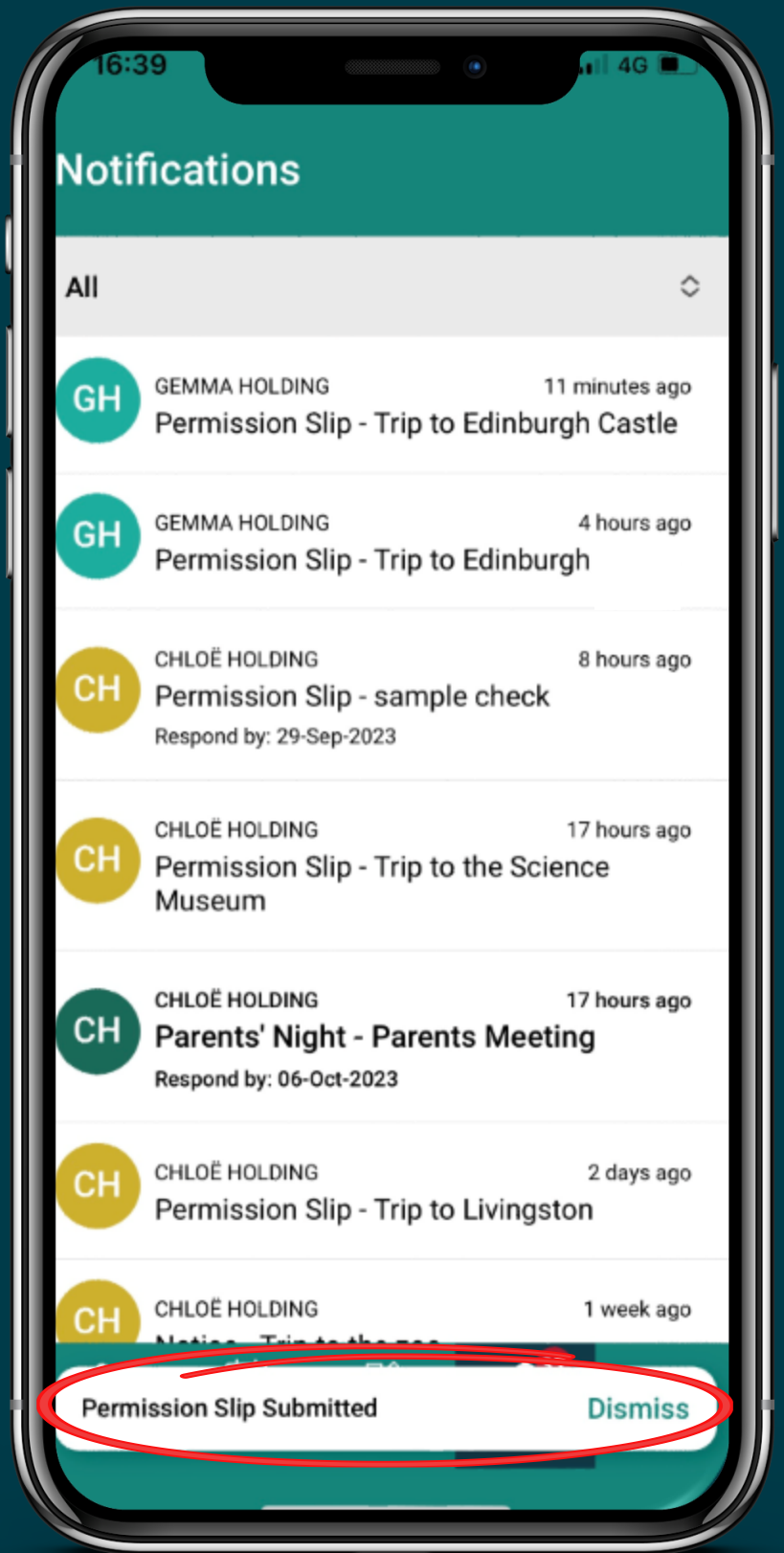
parentsportal.scot

To provide permission...

Once you have reviewed all sections and you are happy, tap on **Submit**

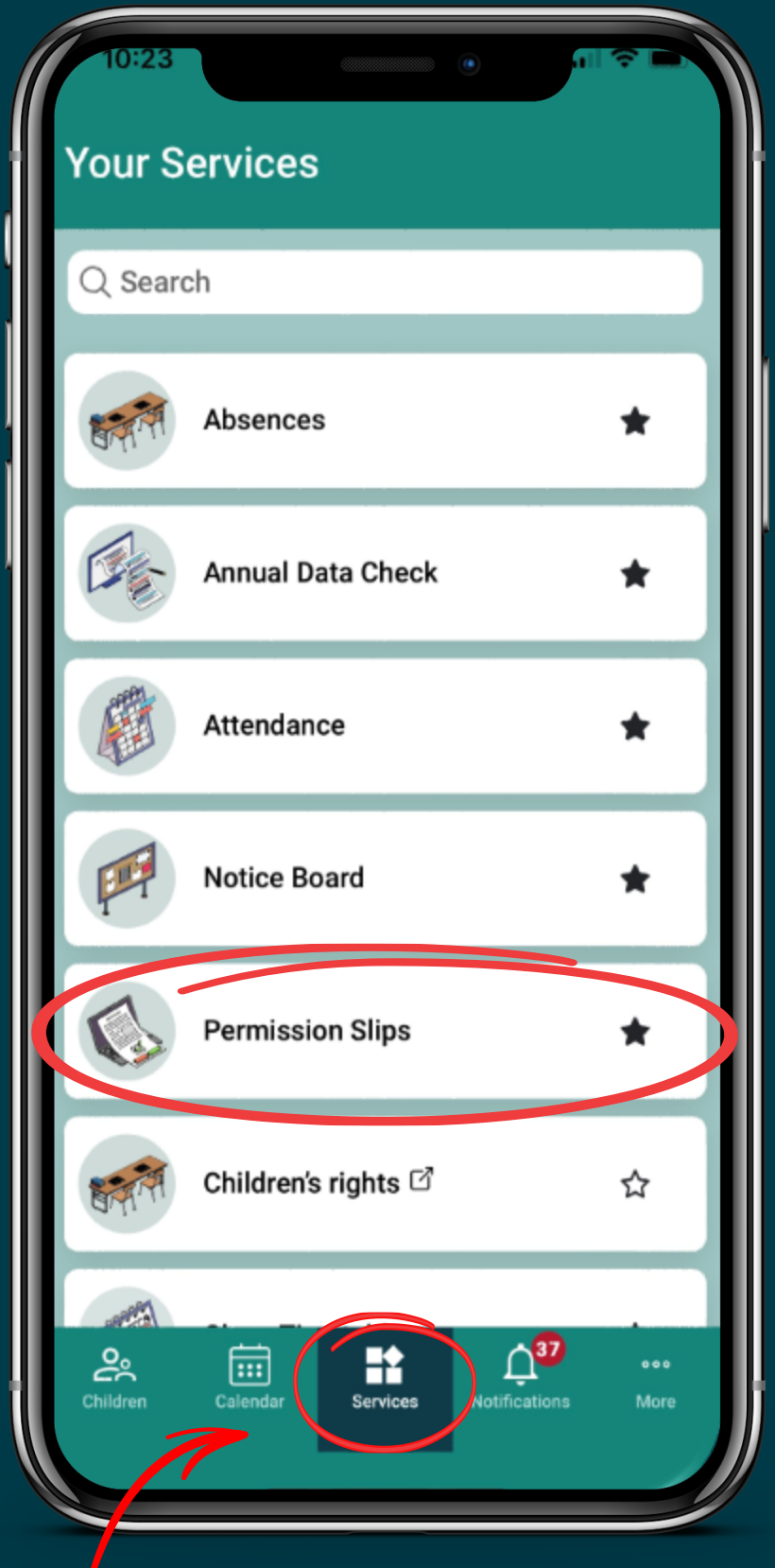


The permission slip has now been submitted to the school



To check if you have responded to a
Permission Slip or to check the
details...

Tap on
Permission
Slips



In the
Services tab

parentsportal.scot

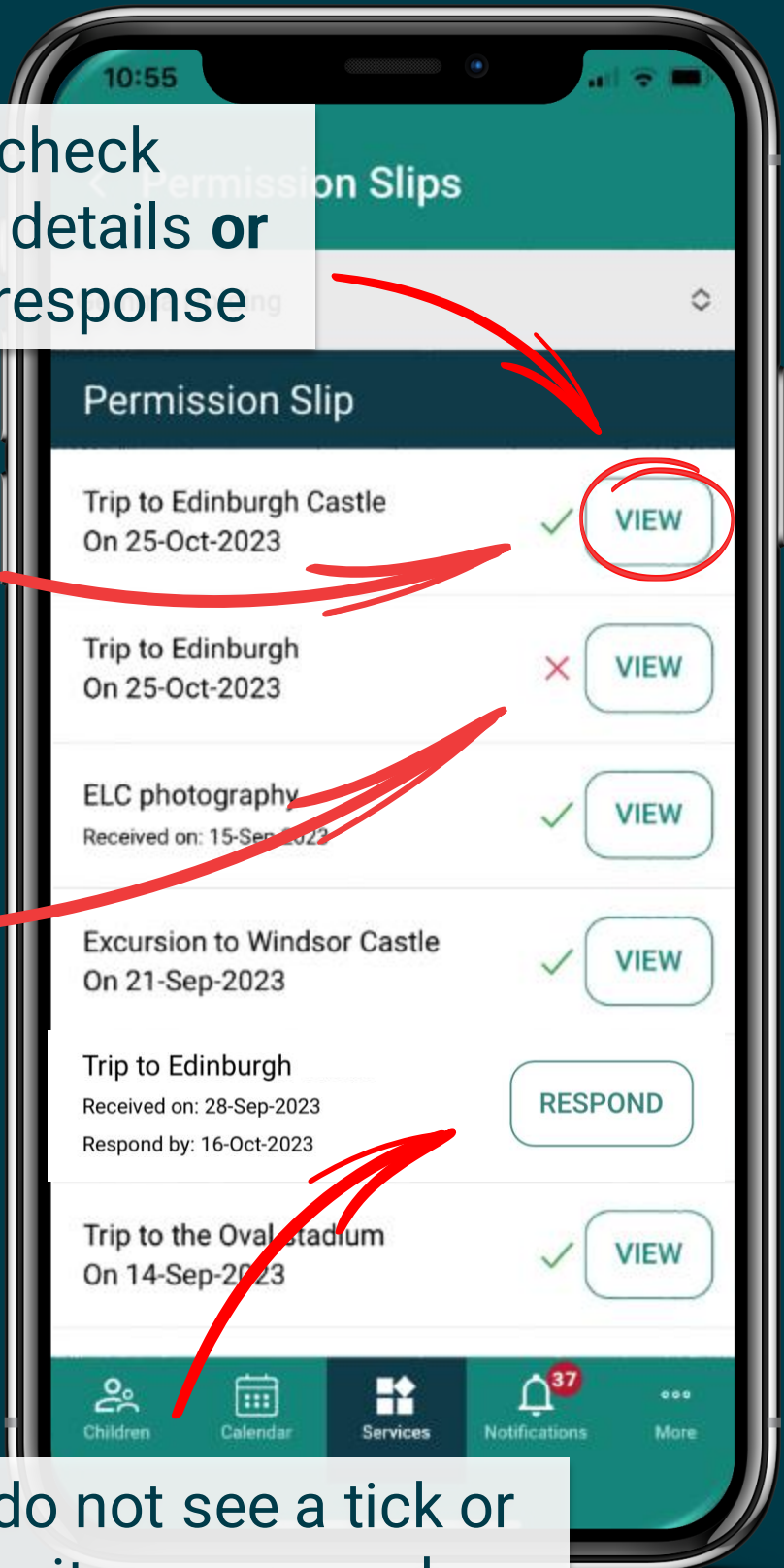
Here you can view all current and previous Permission Slips...

Tap on **View** to check Permission Slip details or to change your response

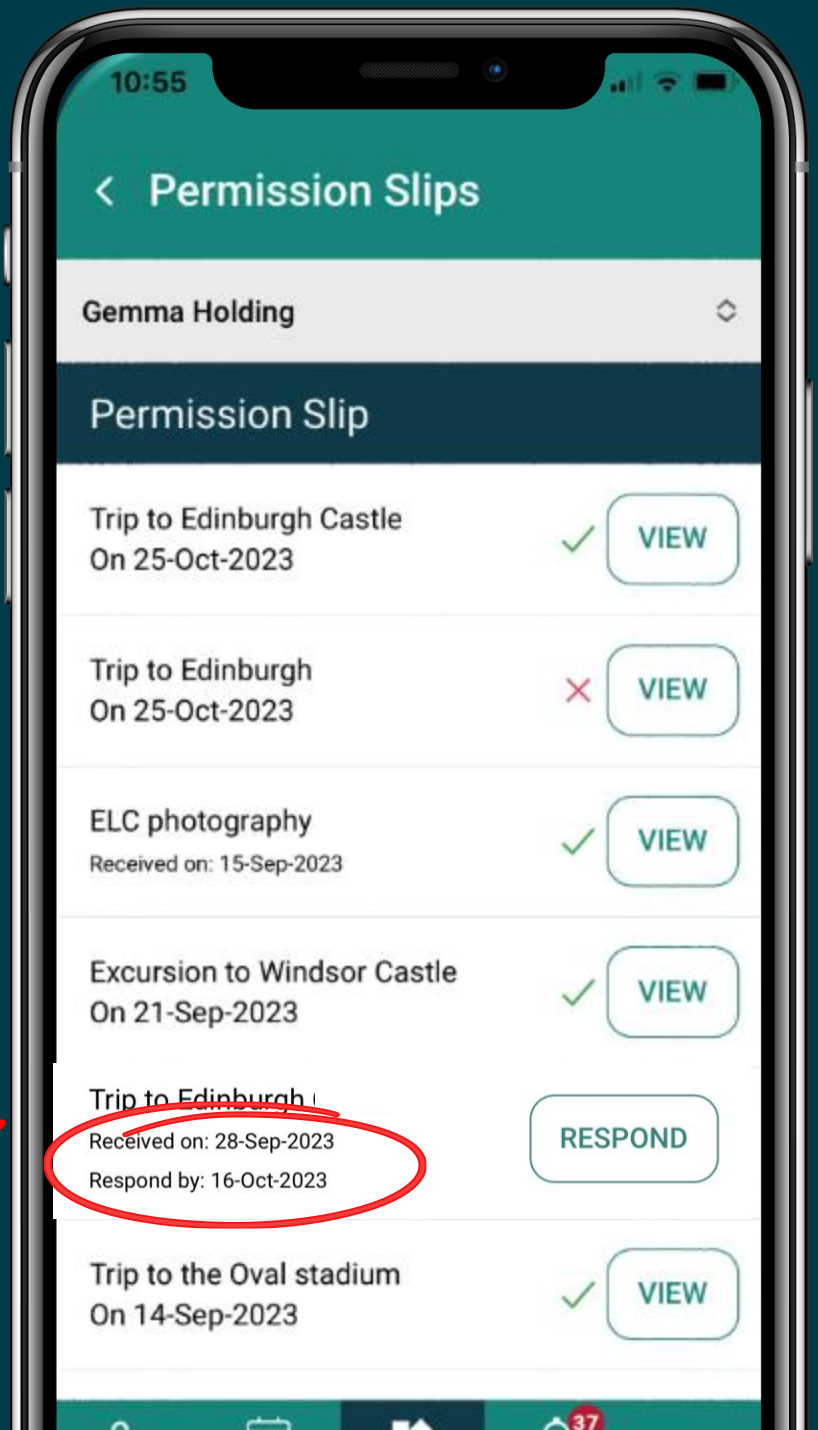
A **green tick** means you have responded **yes**

A **red cross** means you have responded **no**

If you do not see a tick or a cross, it means you have **not** responded

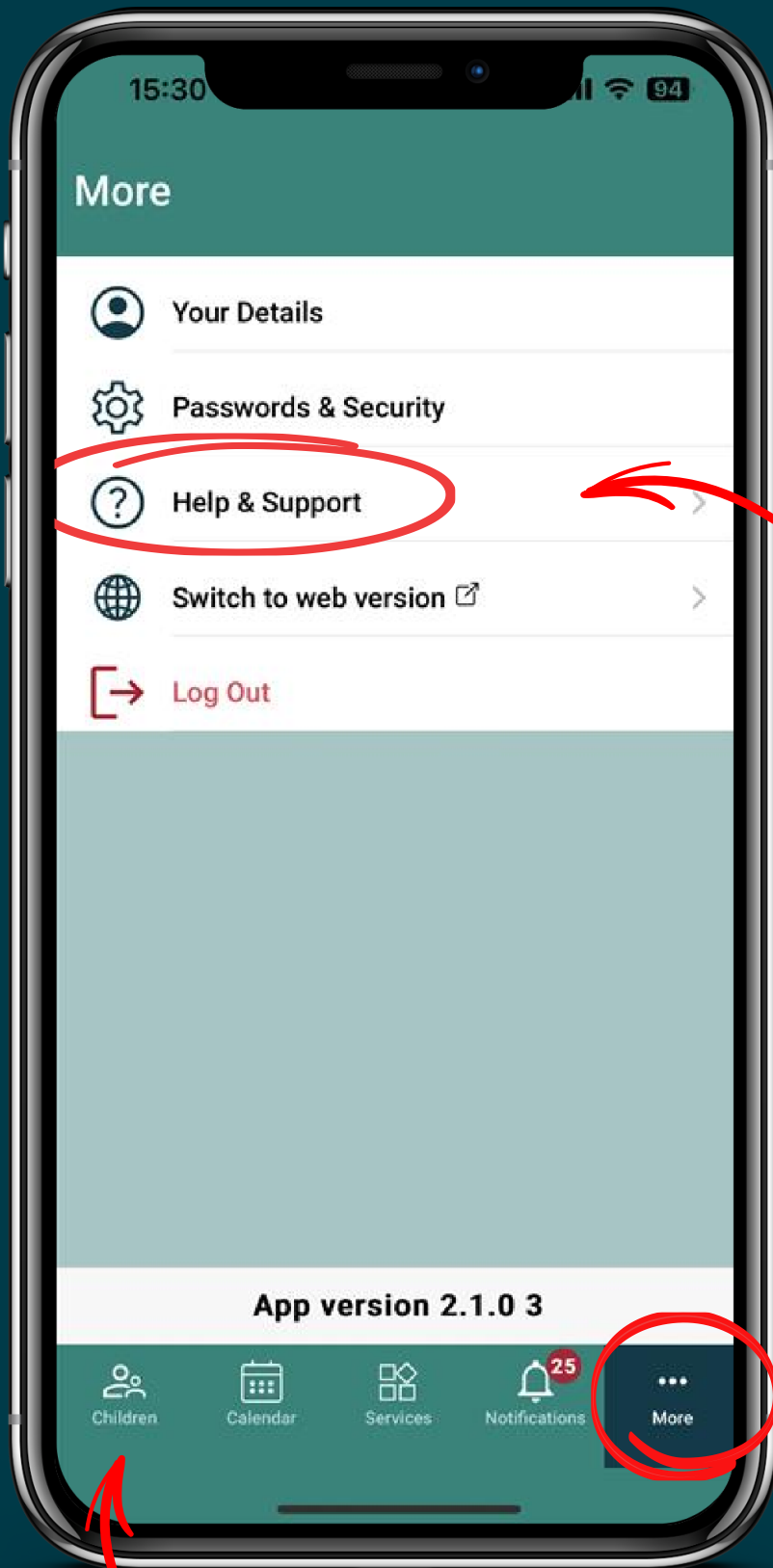


Here you can view all current and previous Permission Slips...



Please note: You can only provide a response **before** the respond by date. If this date has passed, you will be unable to respond/ make any changes to a previous response

Still having trouble?



Try the
**Help &
Support**
section

found in
the **More**
tab

Or contact the school with
details found in the **Children** tab

parentsportal.scot