



School Guide to myMCPS Portal Consent Forms

PSAT AND SAT SCHOOL DAYS CONSENT

About Consent Forms

Parental Consent forms are an important part of the everyday processes of a school. Whether the school is asking the parent's permission for the student to attend a field trip or participate in an academic program outside of the normal school day, collecting parent consent is key to ensuring that parents are aware and approve of the activities. The purpose of the myMCPS Consent Form is to provide schools with an online option for collecting and tracking the parent or guardian's permission to participate. The feature was initially available to schools participating in the SAT School Days program in SY18. Schools used the feature to collect parent permission for students to participate in the College Board Student Data Questionnaire and Student Search Service.

This guide contains directions for school administrators and school office staff in the administration of the Consent Form feature. No special access is needed other than an existing school administrator myMCPS Admin Portal account.

Parent / Guardian View

The consent form is available to parents and guardians of targeted students. Students can be targeted for a consent form by school enrolled and by grade level. Parents / guardians will only see a consent form if their child is a member of the targeted group.

1. The parent/guardian will select a student from the available students at the top of the page. The active student will show in **orange**.

The screenshot shows the myMCPS Parent Landing Page for a student named Emerson. The page displays the student's term grades for the current term. The navigation menu on the left includes options like Grades, Grade History, Attendance, Consent Forms, myMCPS Classroom, My Schedule, Google Classroom (Student), School Information, Curriculum Resources, and Account Preferences. The main content area shows the student's name and a table of grades. The table has columns for Period, Course, and four Midpoint (MP) grades. The student's name is highlighted in orange, and a link to the Consent Forms is also highlighted in orange. The header shows the user's name as John Parent.

| Period | Course | MP1 | MP2 | MP3 | MP4 |
|--------|--|-----|-----|-----|-----|
| 01 | COLLEGE CAREER A Last, Teacher - Rm: C251 | C | | | |
| 01 | COLLEGE CAREER B Last, Teacher - Rm: C251 | | | | |
| 02 | 2YR Algebra 2 A Last, Teacher A213 | D | | | |
| | ADMY B Last, Teacher - Rm: B237 | | | | |
| | 11A Last, Teacher Rm: D263 | B | | | |
| 03 | MOD WRLD HIST B Last, Teacher - Rm: D130 | | | | |
| 04 | MOD WRLD HIST A Last, Teacher - Rm: D130 | C | | | |
| 04 | ENGLISH 11B Last, Teacher Rm: D263 | | | | |
| 05 | LUNCH | | | | |

myMCPS Portal: Parent Landing Page

School Guide to myMCPS Portal Consent Forms

2. With the active student selected, the parent will click the **Consent Forms** link from the **Left Navigation** bar.
3. The **Consent Forms List** will display and the user will see all the forms targeted to the active student. A form is displayed once it is made available by the district. **Once a form is submitted it is no longer editable by any parent or guardian associated to the student.** Schools will be able to edit consent forms at any time (discussed later in this guide).

The screenshot shows the myMCPS portal interface. At the top, it says "Welcome, John Parent" with links for "Help" and "Sign Out". Below the header, the student's name "Emerson" is selected, along with other names "Ethan", "Charles", and "Robert". A navigation menu on the left lists various options, with "Consent Forms" highlighted. The main content area is titled "Consent Forms" and displays a table of "Parent Consent Forms for Student, Emerson".

| Title | Due Date | Completed By | Completed On | |
|-------------------------|----------|--------------|--------------|---------|
| SAT Days Parent Consent | 03-28-18 | John Parent | 02-09-18 | Form |
| Washington D.C. Museum | 02-07-18 | No Response | No Response | Details |

Callout boxes provide additional information:

- "Clicking Form will open the consent form" points to the "Form" button in the first row.
- "Form information" points to the columns "Due Date", "Completed By", and "Completed On" in the first row.
- "All consent forms targeted for the student are displayed on the table." points to the entire table.
- "Clicking Details will enable the user to view a completed form" points to the "Details" button in the second row.

myMCPS Portal: Consent Form List

4. Clicking the **Form** button will open the SAT Days Parent Consent form. If the button is labeled **Details**, then the form has been submitted by an authorized user, or the form has expired and is no longer editable. The table will show the **Due Date**, **Completed By**, and **Completed On** date.
5. The consent form has three parts. The *title*, the *description* and the *consent statement*. The description can contain various text formats, links to external sites or documents and pictures. The user can navigate to this content and close the tab to return to the consent form. Users can print the form by using the print icon in the top right corner of the window. Once the user has reviewed the content from the form description, they can complete the consent statement. The options are **Yes** or **No**. The user must also complete the e-signature by typing their initials in the provided text box. Both consent and e-signature are required to submit.

School Guide to myMCPS Portal Consent Forms

The screenshot shows the myMCPS portal interface. At the top, it says 'Welcome, John Parent | Help | Sign Out'. Below that, the user's name 'Emerson' and other names 'Ethan', 'Charles', 'Robert' are listed. A navigation sidebar on the left includes 'Grades', 'Grade History', 'Attendance', 'Consent Forms', 'myMCPS Classroom', 'My Schedule', 'Google Classroom (Student)', 'School Information', 'Curriculum Resources', and 'Account Preferences'. The main content area is titled 'Consent Forms' and features a section for 'SAT Days Parent Consent'. This section contains a paragraph about optional questions, a bulleted list of reasons to complete the form, a paragraph about the Student Search Service, a paragraph about the Registration Guide, and a paragraph about the data sharing agreement. An orange callout box on the right says 'Consent forms can contain text, links and images' with a line pointing to the URL in the Registration Guide paragraph.

SAT Days Parent Consent Form

6. Once the consent statement and e-signature are completed, the user will click the **Submit** button to submit the form. **After a form is submitted, the user can no longer edit the response.**

The screenshot shows a form with the following text: 'I provide consent for my child to complete the OPTIONAL Student Data Questionnaire and participate in the College Board's Student Search Service, as part of the pre-administration process for SAT Day in MCPS'. Below this is a radio button selection for 'Yes' and 'No'. The 'Yes' radio button is selected. Below that is the text 'e-Signature: Please enter your initials' followed by a text input field. An orange callout box on the right says 'Parents will be prompted to provide consent to a defined statement.' with a line pointing to the consent statement. Another orange callout box at the bottom right says 'The form asks for the user's initials as part of an e-signature.' with a line pointing to the input field. A 'Submit' button is located at the bottom right of the form.

Consent Statement and e-Signature

7. The user is returned to the **Consent Form List** where they will see the form information updated.

Supporting Parents/Guardians without a Portal Account

The parent or guardian will need a portal account associated to the student in order to complete the online consent form. For directions on providing the user with the information they will need to provision a parent account on the myMCPS Portal navigate to the Help Desk Page > myMCPS Administrative Guides > myMCPS Portal Parent Access or click the link below to open the guide.

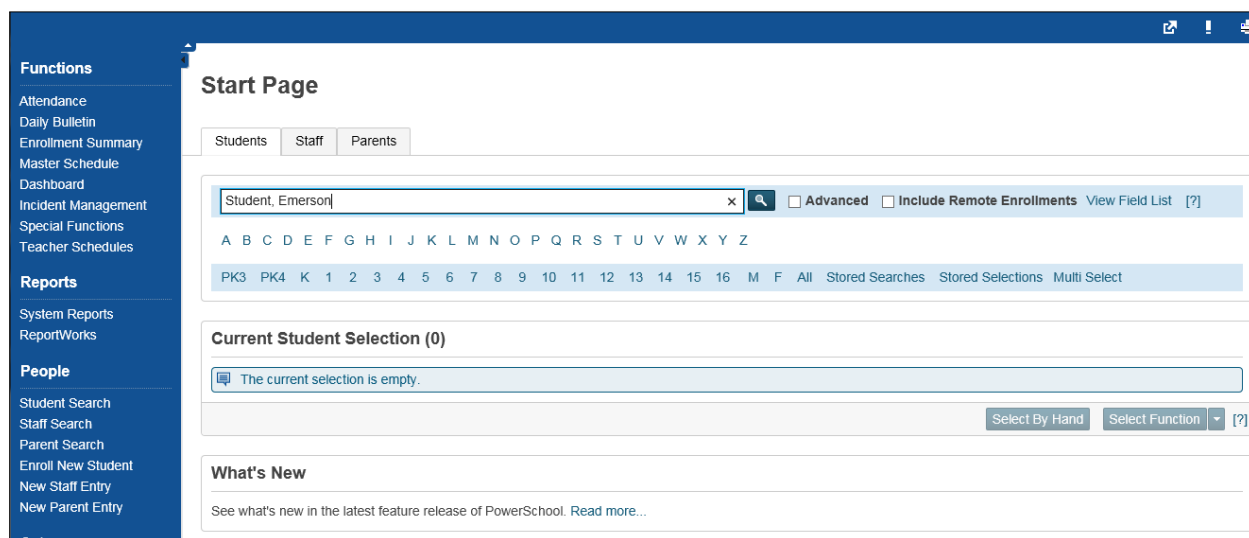
http://www.montgomeryschoolsmd.org/uploadedFiles/departments/helpdesk/myMCPSPortalParentAccess_v1.1.pdf

For parents who do not wish to create a myMCPS Portal account and submit the paper consent form, schools can still maintain an electronic record by editing the consent form using the Administrative Portal.

Viewing and Editing Parent Consent Forms

In order to view and edit consent forms you will need to have access the **myMCPS Administrative Portal**. All school administrators and office staff have access to the portal automatically based on your job code.

1. Log into the Administrative Portal (<https://portal.mcpsmd.org/admin/>) using your MCPS username and password.
2. To access a student's consent forms first search for the student on the **Start Page**.



myMCPS Administrative Portal Start Page

3. After selecting the student from the search results, the menu to the left will change to the student menu. Under the Information section, select the **Parent Consent** link.

School Guide to myMCPS Portal Consent Forms

The screenshot shows the myMCPS Administrative Portal interface. On the left is a navigation menu with 'Parent Consent' highlighted. The main content area is titled 'Consent Forms' and shows a search filter for 'Student, Emerson 11 654321' and 'LOWLANDS HS'. Below this is a table titled 'Parent Consent Forms' with the following data:

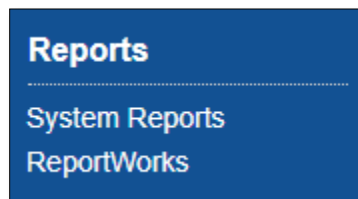
| Title | Due Date | Completed By | Completed On | Response | |
|-------------------------|----------|--------------|--------------|----------|-------------------------|
| SAT Days Parent Consent | 03-28-18 | John Parent | 02-09-18 | Yes | Details |
| Outdoor ED | 02-07-18 | No Response | No Response | None | Details |
| Washington DC Museum | 02-28-18 | No Response | No Response | None | Details |

myMCPS Administrative Portal Consent Forms List

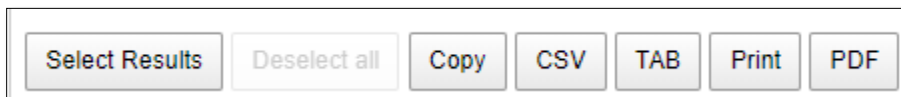
4. All the consent forms available at your school are displayed on the **Parent Consent Forms** table. The table shows the **Title** of the form, the **Due Date**, **Completed by**, **Completed On**, and the **Response**. To view or edit the form click on the **Details** button.
5. After making the change, click the **Submit** button. If an edit is made the users name will be listed in the **Completed By** and the **Completed On** and **Response** fields will reflect the change.
6. In cases where a student is participating in an activity/event but is not part of the targeted grade level the school will need to provide the parent with a paper consent form and the student record is updated using this page.

Parent Consent Form Reporting

Once the parent/guardian submits the consent form the school will need to report on which students have permission to participate and those that do not. To run these reports users will navigate to the **System Reports** under the **Reports** section of the *Left Navigation* panel.



1. Log into the Administrative Portal (<https://portal-dev.mcpsmd.org/admin/>) using your MCPS username and password.
2. Click on the **System Reports** link under the Reports section of the left navigation menu.
3. The Parental Consent reports are under the **sqlReports 5** tab of the Report Table.
4. Open **Student Reports**.
5. Select the **Parent Consent** report to run.
6. Enter the report parameters and click the **Submit** button.



7. You can export the report data in **CSV** (comma separated value, **TAB** (tab separated values or **PDF** (portable data format). You can also **Print** the report.
8. Select **CSV** if editing in **Excel**.

Notes: