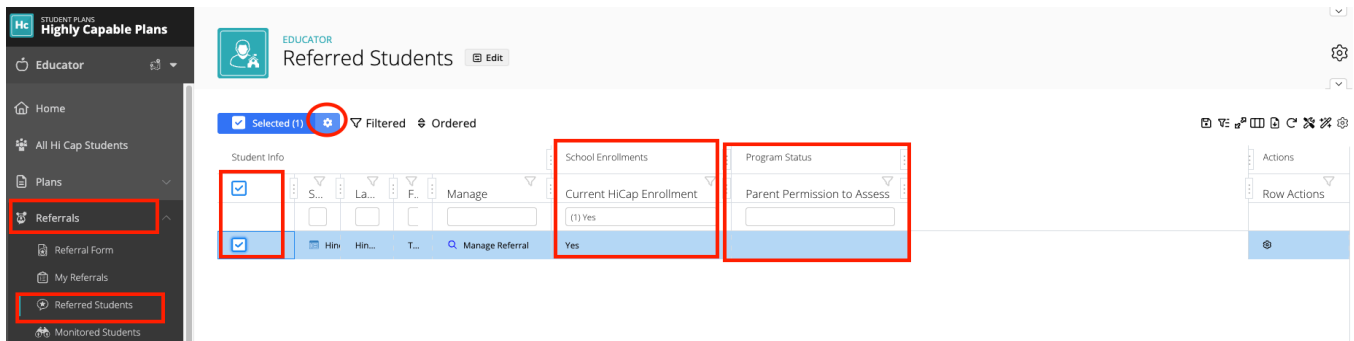


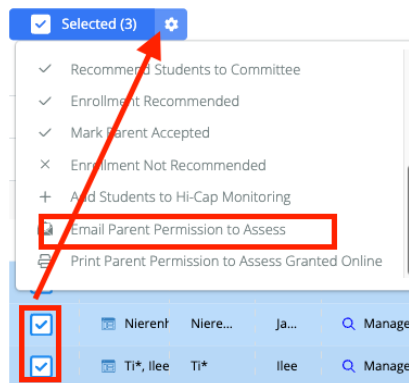
Generating Parent Permission to Assess Via Email

Emails can only be generated to parents/guardians of students who have been added to the Referred Students table.

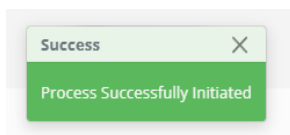
1. Start under either the **Educator** or **Plan Manager** role.
2. In the left navigation menu, choose **Referrals**, then **Referred Students**.
3. Use the **filters** to narrow the list to the students you would like to send the email to. Possible scenarios include:
 - **Filter Program Status: Parent Permission to Assess** column reads blank.
 - Filter out any students for whom the **School Enrollment: Current HiCap Enrollment** column reads **Yes**.



4. Click one or more **checkboxes** to the far left or select all by clicking the top checkbox, then choose the **Selected Gear** at the top left of the table and scroll down to **Email Parent Permission to Assess**.



5. Upon clicking, you will see a success message at the top of the screen, and the emails will be initiated. Depending on the number of students selected and the number of other requests in the queue, emails can take several minutes or more to generate.



All parents/guardians associated with family 1 in the Student Information System (SIS) will receive an email titled "**Parent/Guardian Permission to Assess**" from (School District Name).

Default email:



Dear Parent/Guardian of Jayson Nierenhausen* ,
This letter is to inform you that your child has been referred for the district's Highly Capable Program.

This referral was made through the parent/teacher referral process and/or evidence of exceptional abilities through academic and/or cognitive abilities testing. The Highly Capable Program is designed to meet the advanced academic and social emotional needs of students in grades K-12 with exceptional abilities.

Students qualify for Highly Capable Program services based on their ability or potential to perform at an advanced level of academic excellence as indicated through academic and cognitive measures. Parent/Guardian permission must be obtained in writing before the district can conduct the final necessary assessments to determine eligibility for participation in programs for highly capable services. If the student qualifies for services, another separate permission form must be obtained in writing before the student can be placed in program services.

With your permission as indicated below, a trained educator will assess your child, the information will be kept confidential, and we will use the information only to determine your child's eligibility for the Highly Capable Program.

It is important to note, not all students who are referred for the program will be found eligible to participate. After testing, a letter informing you and your child of the results will be sent to you. Parents/guardians of those not eligible will receive written notice of the decision, a copy of your student's scores and the process for appeal will accompany the letter.

By clicking the button below, I am providing consent for you to test my child.

Give Permission to Assess

Thank you, Tahoma School District .

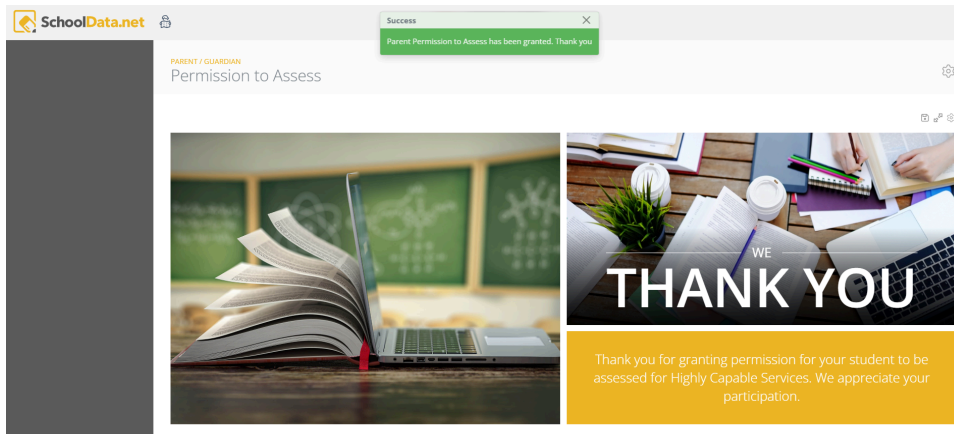


in partnership with



If you have questions about the information contained in your report, contact Tahoma School District . If you have trouble viewing the report feel free to submit a ticket to the SchoolData.net HelpDesk by emailing support@schooldata.net

- The only step a parent needs to take is to click the "**Give Permission to Assess**" button in the email. After doing this, they will see the following confirmation message:



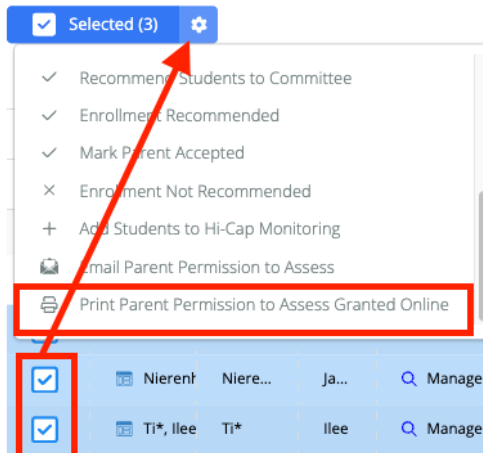
- Upon clicking, the following columns will be updated in the Referred Students Data Table:
 - **Parent Permission to Assess** will read Yes.
 - **Permission Granted** will list the name of the parent/guardian who clicked the button.
 - **Permission Date** will display the date permission was granted.

PLAN MANAGER
Referred Students Edit
School Year: 2024/25

Filtered

Student Info	Program Status	Actions						
Student Name	Last Name	First Name	Manage	Parent Permission L...	Permission Granted ...	Permission Date	Enrollment Recomm	Row Actions
<input type="checkbox"/>	Harney*, Thor A.	Harney*	Thor	Manage Referral	Yes	Stefani Harney*	Mon, Nov 11, 2024	
<input type="checkbox"/>	Mendrysa*, Mahlon A.	Mendrysa*	Mahlon	Manage Referral	Yes	Ramsis Sally*	Wed, Oct 16, 2024	
<input type="checkbox"/>	Nierenhausen*, Jayson A.	Nierenhausen*	Jayson	Manage Referral	Yes	Huynh Failor*	Fri, Dec 27, 2024	
<input type="checkbox"/>	Ti*, Ilee A.	Ti*	Ilee	Manage Referral				
<input type="checkbox"/>	Claiborne*, Aureliana A.	Claiborne*	Aureliana	Manage Referral				
<input type="checkbox"/>	Cavly*, Jonas A.	Cavly*	Jonas	Manage Referral				

- A one-page document can also be generated as a record for student files via the referred students table.
- Keeping the checkboxes checked to the far left of the preferred students, using the **Select Gear** at the top of the table to now select **Print Parent Permission to Assess Granted Online**.



Sample Document:

Parent Permission to Assess Granted Online

Student Name: Jayson Nierenhausen*

Permission To Assess: Yes No

Permission Granted By: Huynh Failor*

Permission Date: 12/27/2024