

parentsportal.scot



# Permission Slips

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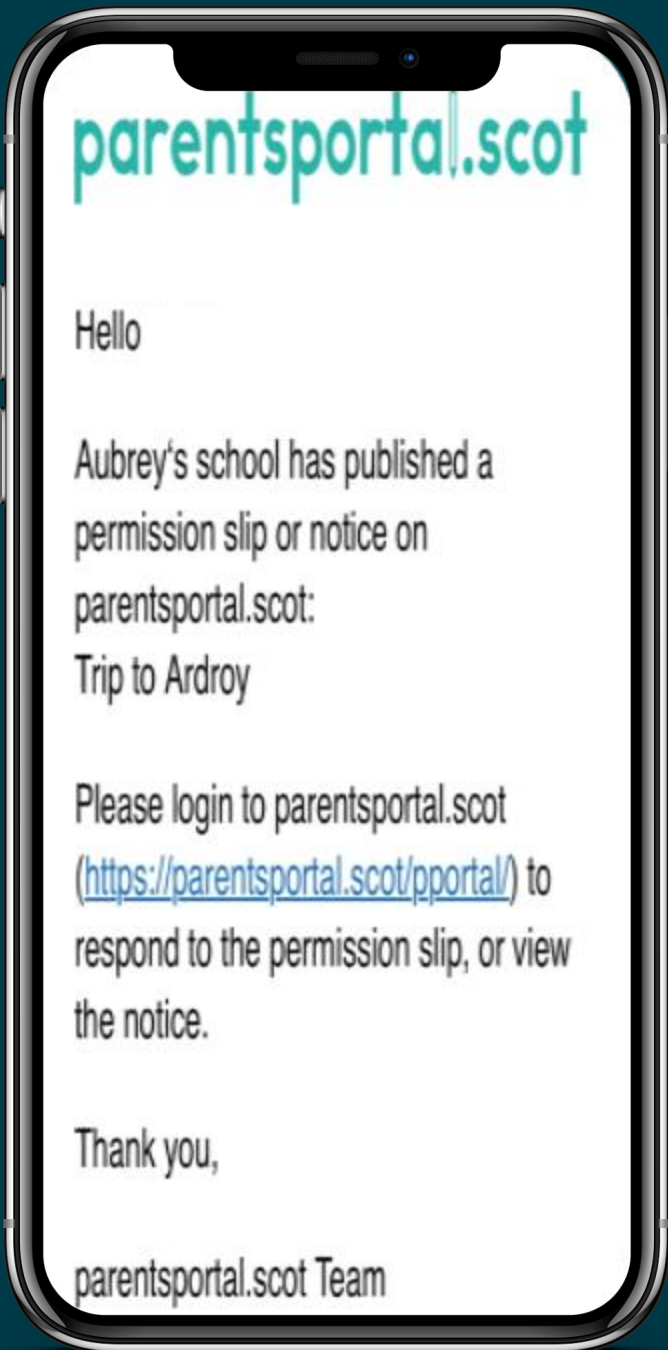
Quick Guide  
for Parents

# 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

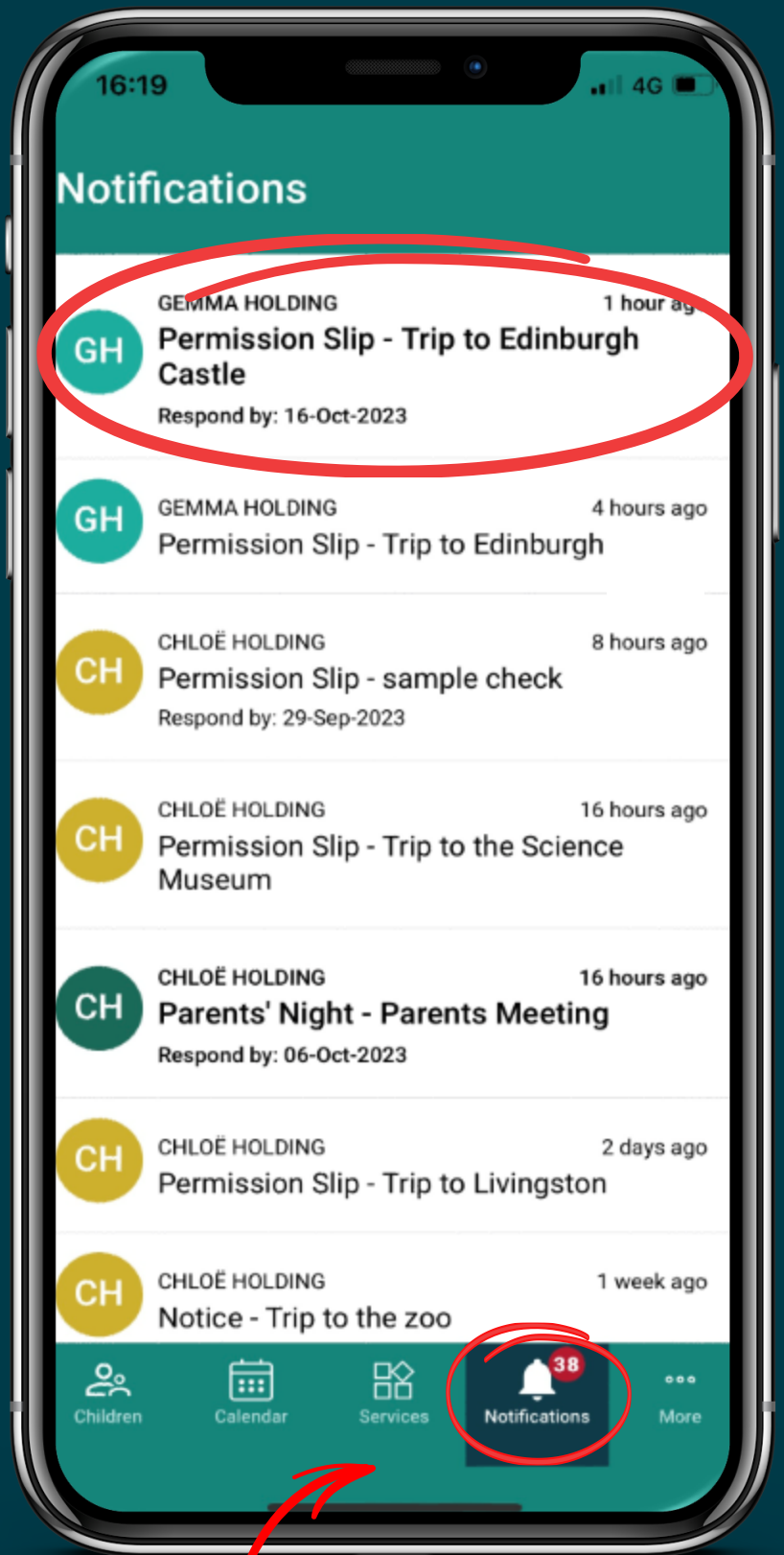


You'll also see a notification in the parentsportal.scot app if you have them enabled

parentsportal.scot

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

Tap on the notification

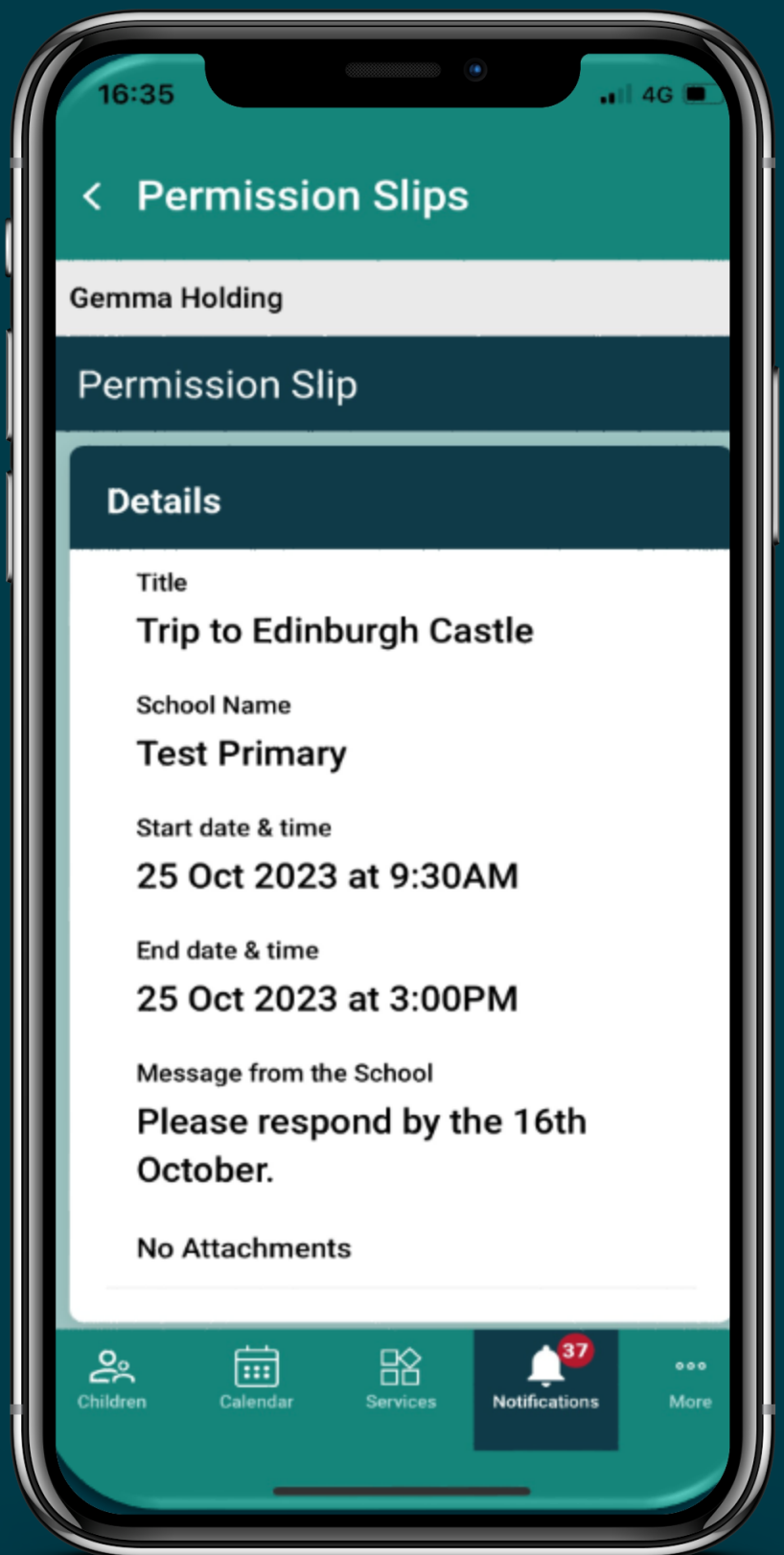


In the  
**Notifications**  
tab

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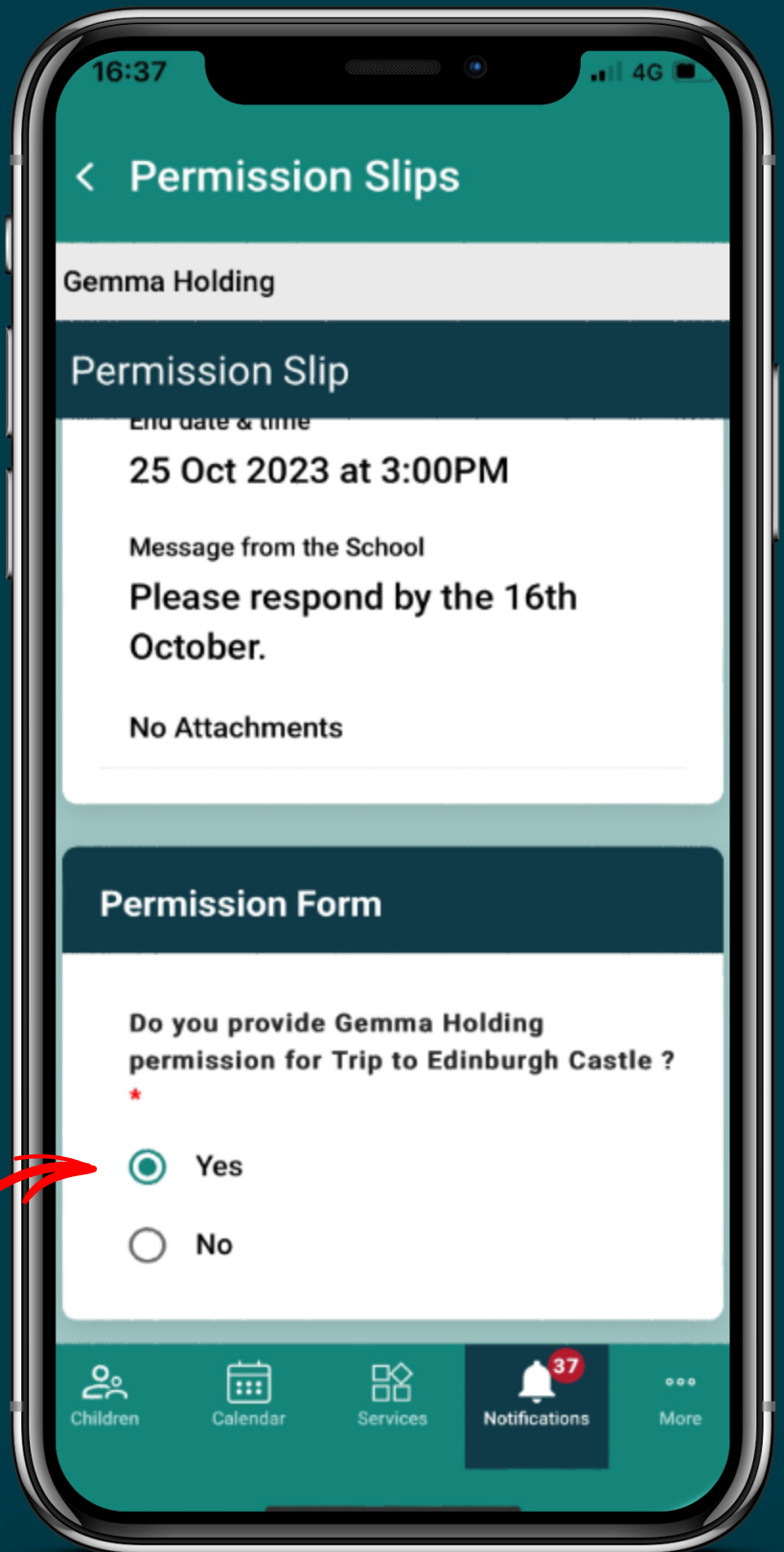
Here you  
can view the  
details of the  
permission  
slip

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



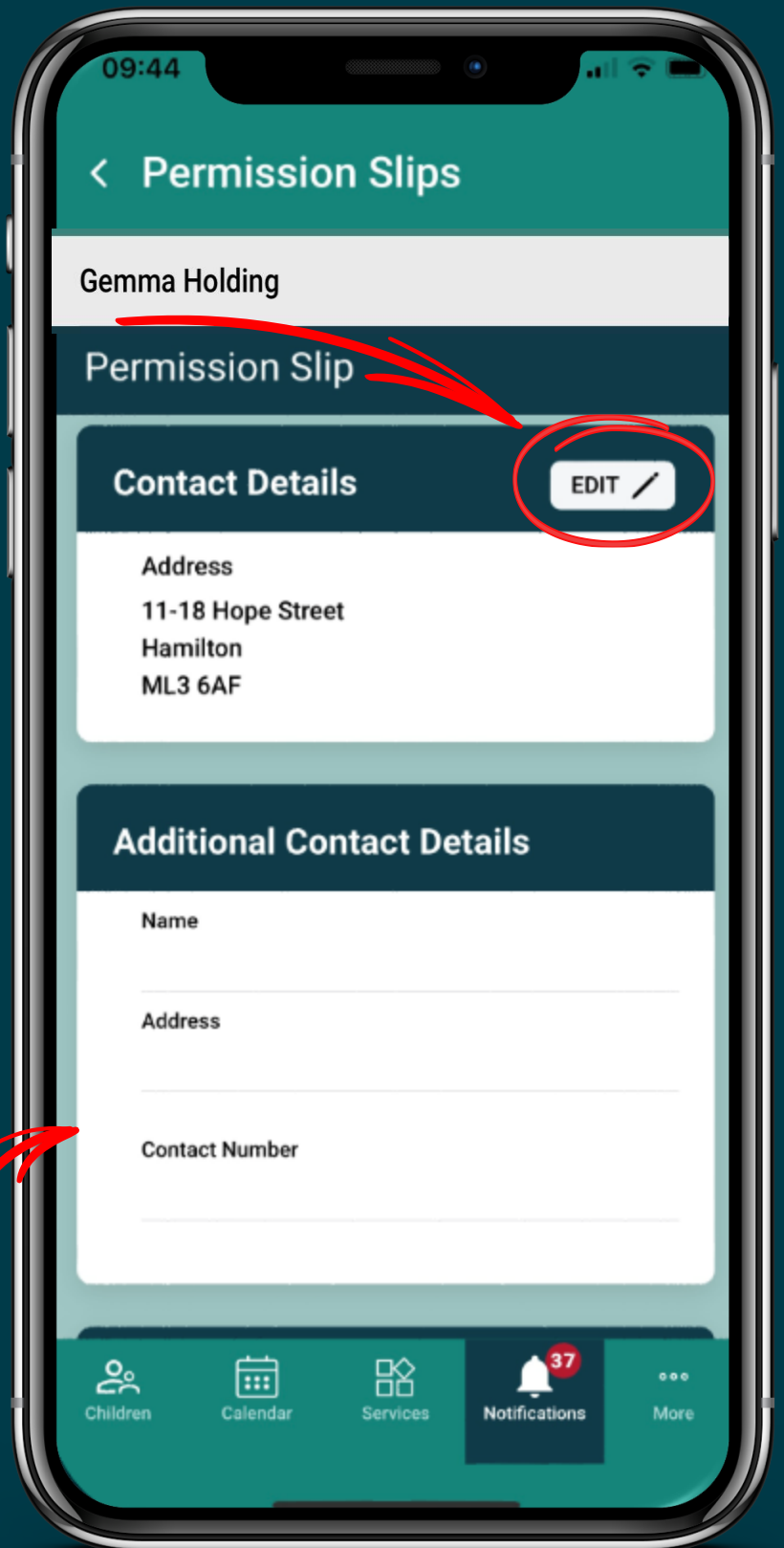
Tap **Yes**, and  
scroll down  
to complete  
the form

# 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? \*

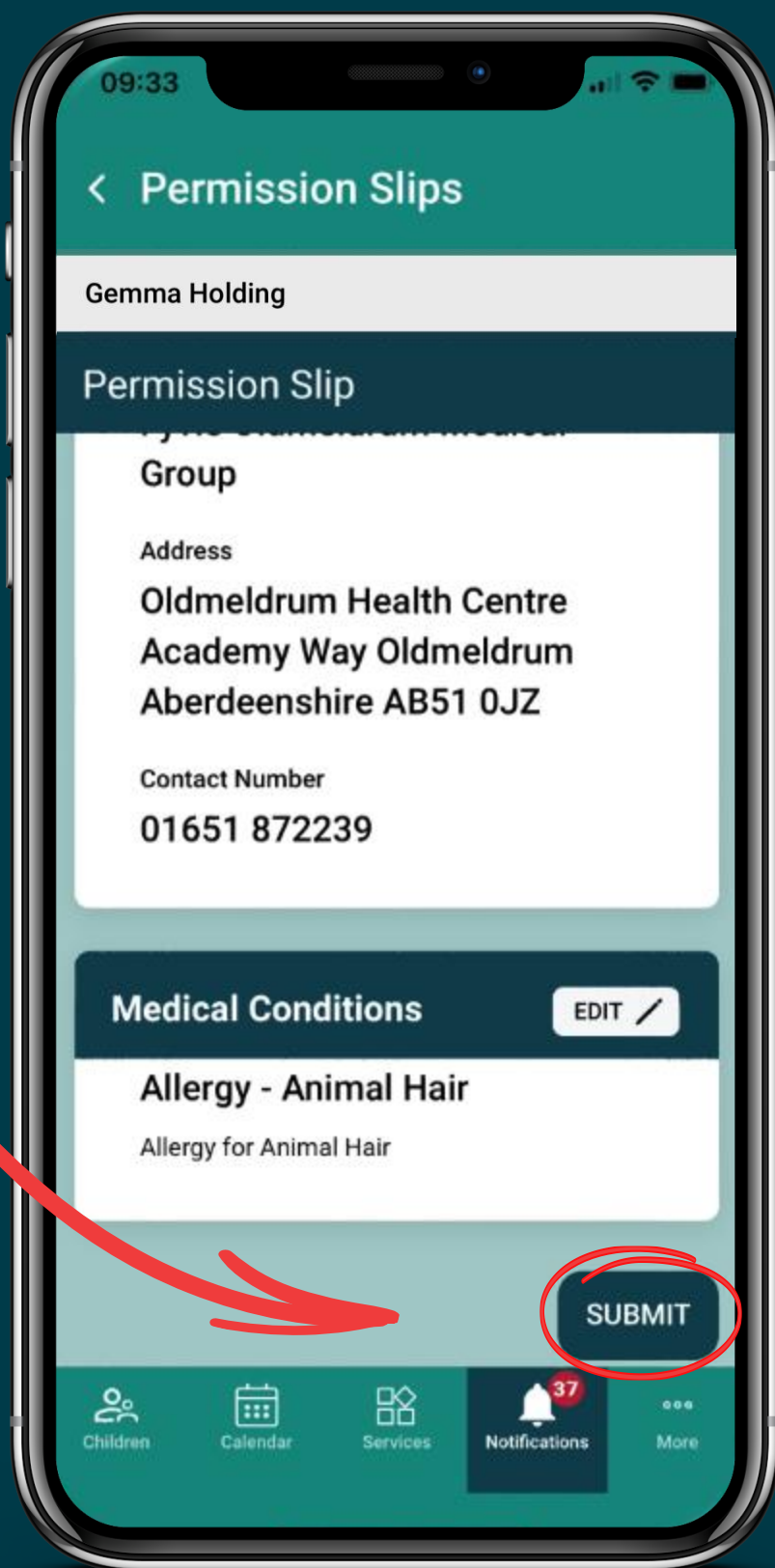
Children Calendar Services Notifications 37 More

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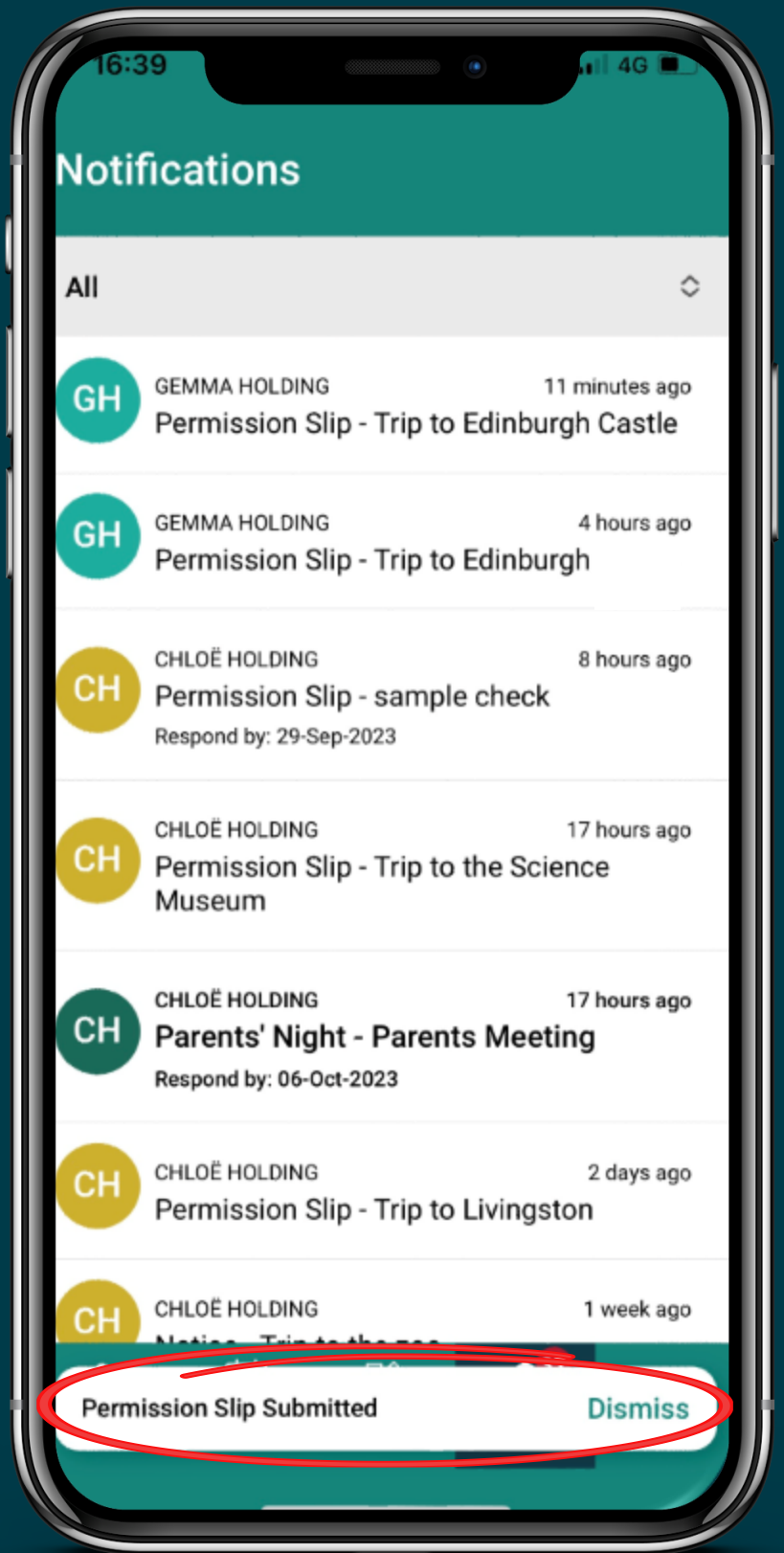


To provide permission...

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

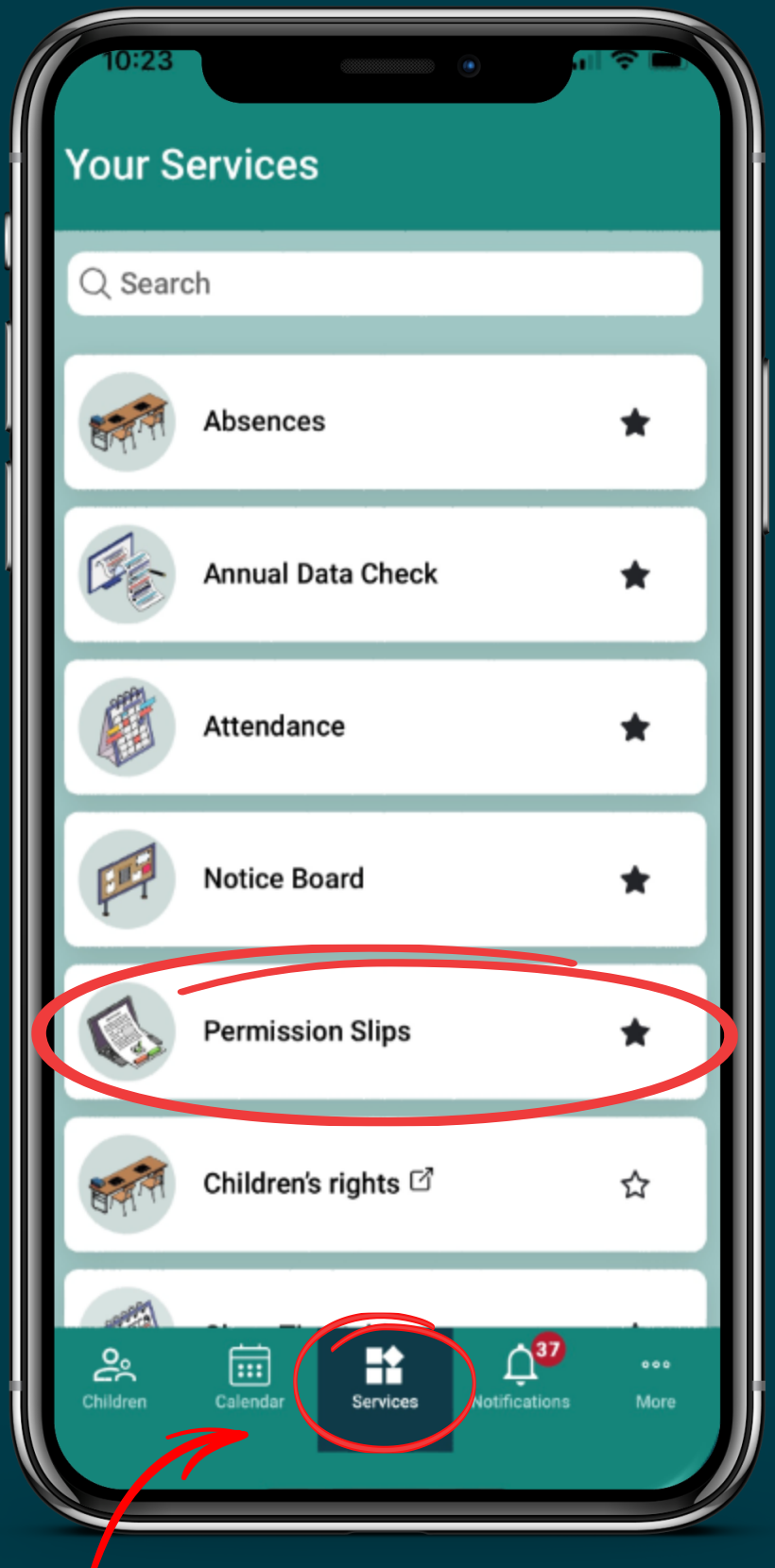


The permission slip has now been submitted to the school



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

Tap on  
Permission  
Slips



In the  
Services tab

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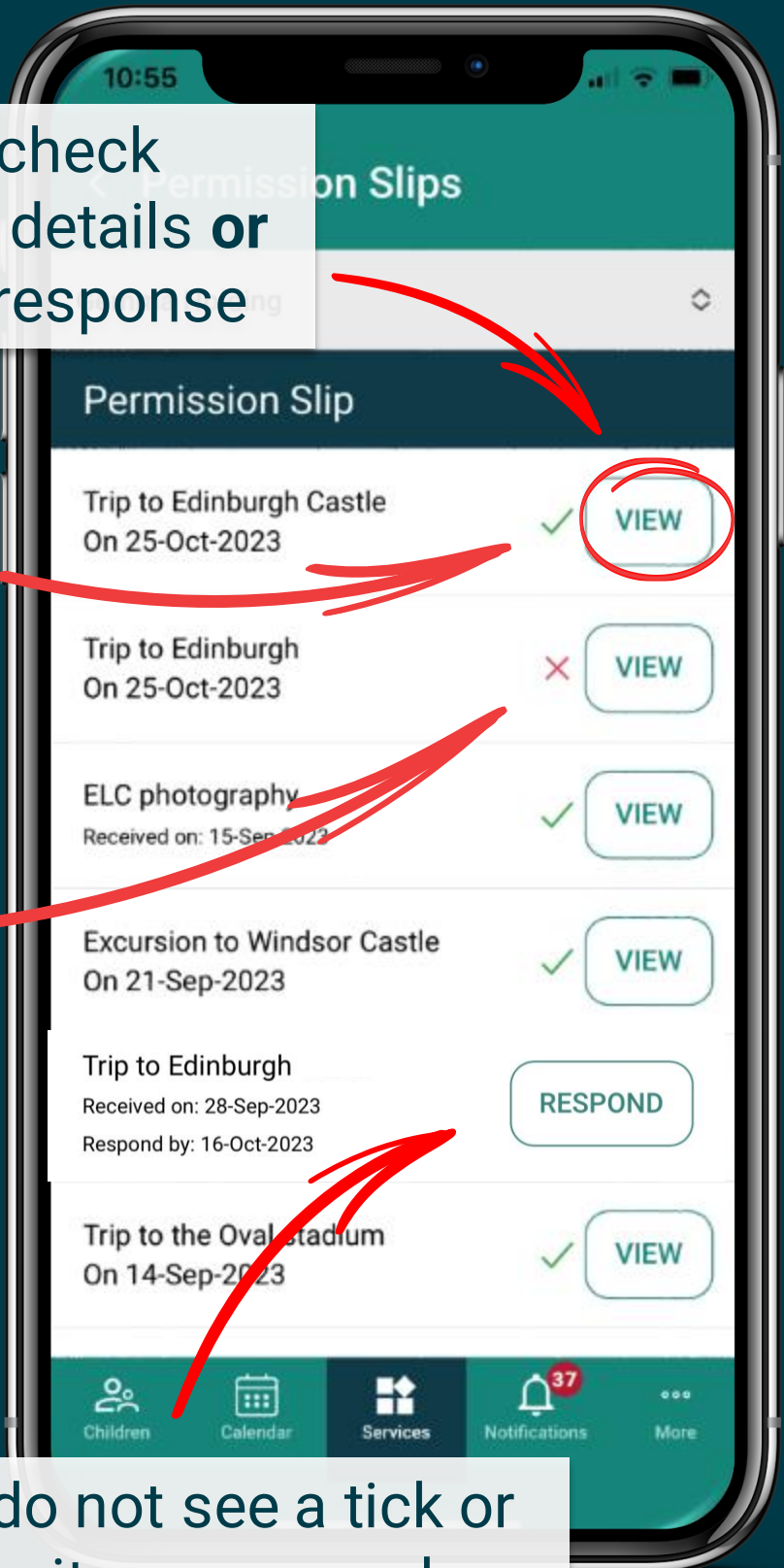
# Here you can view all current and previous Permission Slips...

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

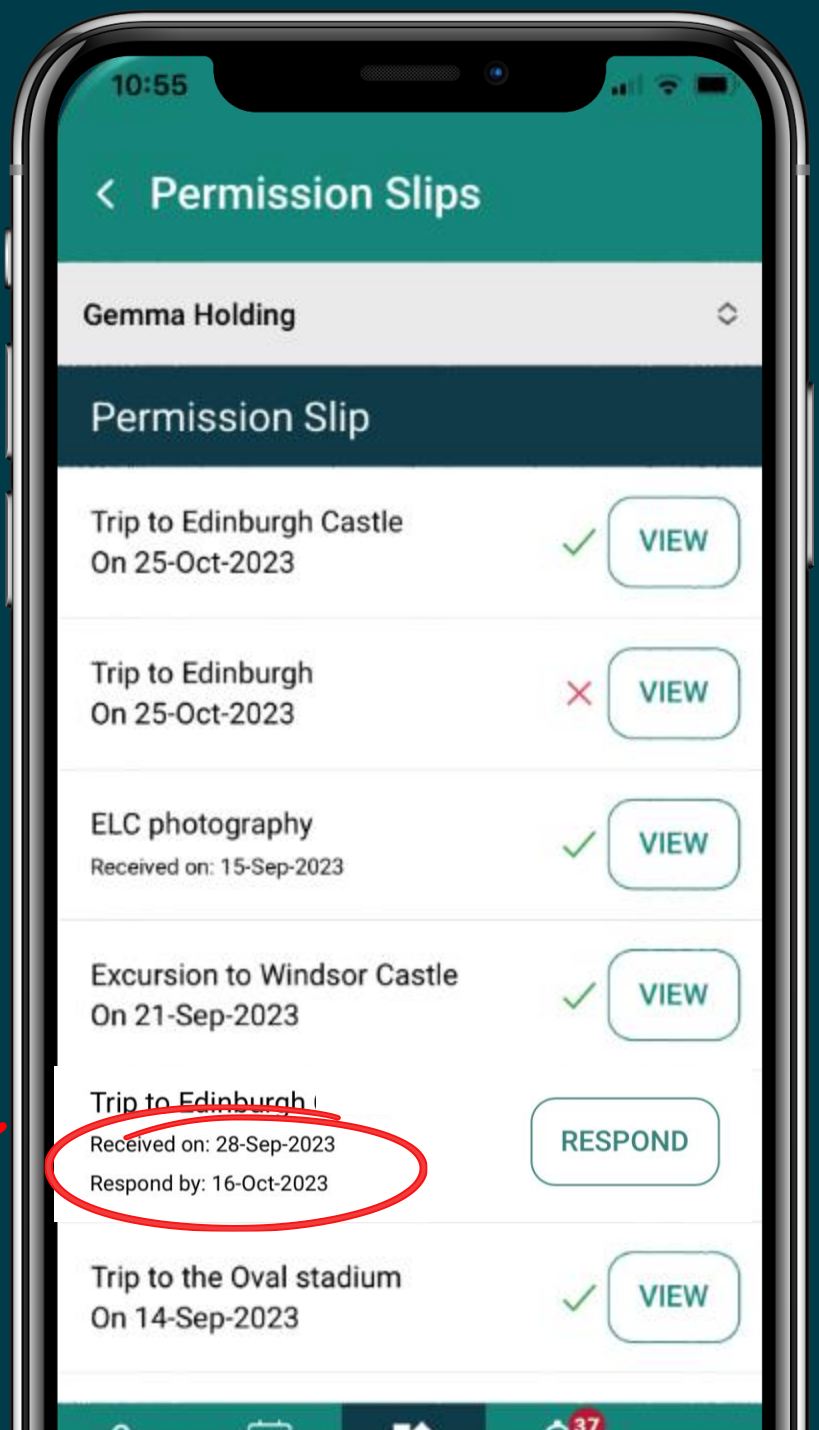
A **green tick** means you have responded **yes**

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

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

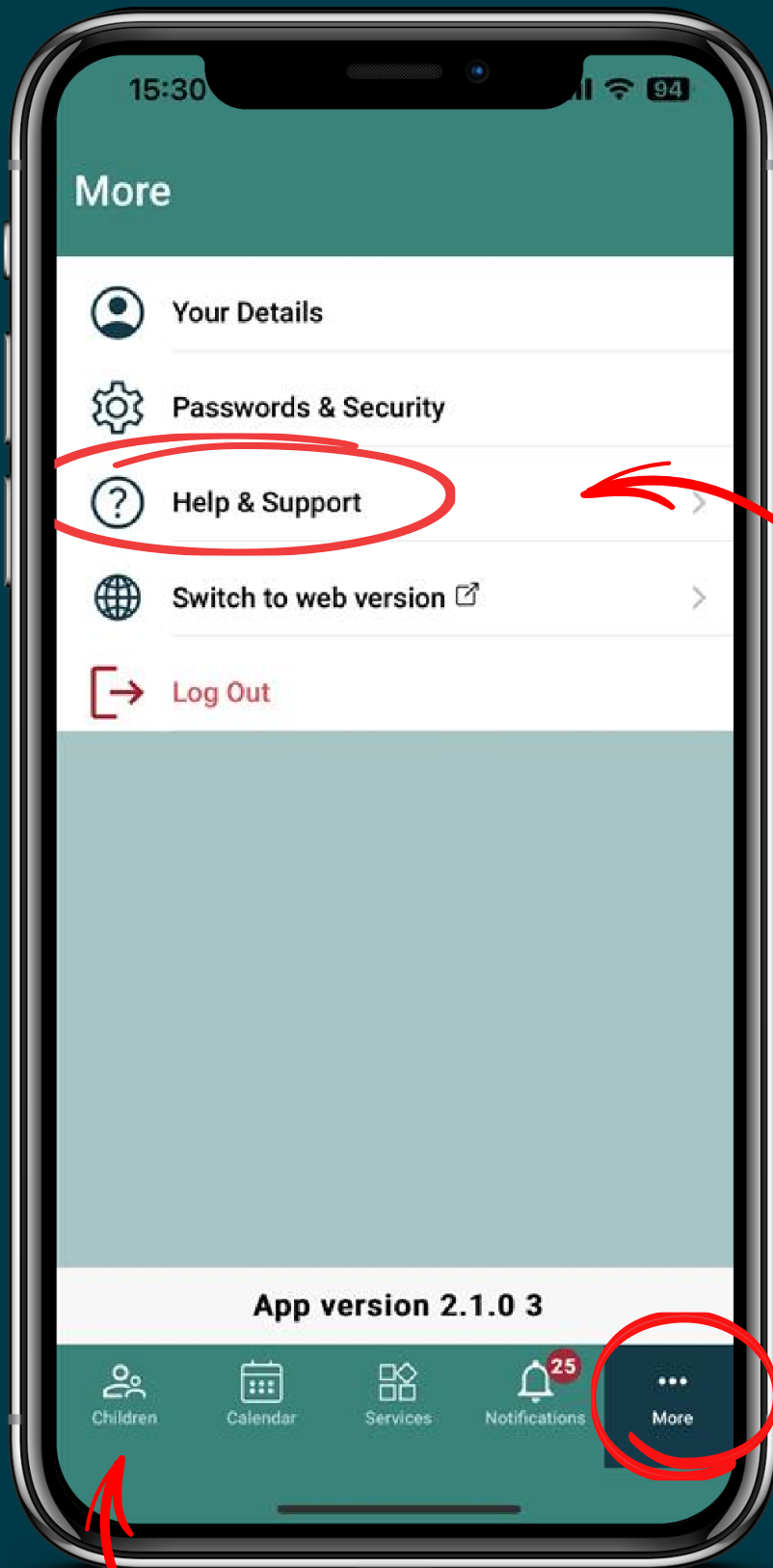


Here you can view all current and previous Permission Slips...



**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

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