

PPF Process

Parent Permission Forms (PPFs) that are collected in paper format at each school, are required to be uploaded and entered by Office Support staff (with the exception of PPF3, please contact Joan Wamsley ext. 32348 for PPF3 guidance).

Process Overview:

1. If a parent indicates a language other than English on the Home Language Questionnaire (HLQ), then give the parent/guardian the ELA Parent Brochure and the ELA Parent Video
2. Have the parent complete the PPF (Option 1 or Option 2), sign and date
3. Enter responses into Infinite Campus
4. Upload PPF into Infinite Campus

Where is the Parent Permission Form found?

PPFs can be accessed from several convenient locations: **The Commons (ELA page > Office Support Resources > Parent Permission Form (PPF)), Office Professional Portal, and Multilingual Document Language Repository.**

Where in Infinite Campus is the PPF option entered?

Go to: **ELA District Tab** > **Open ELA Student Workflow** > **ELA Data tab**.

The image consists of two screenshots from the Infinite Campus system. The left screenshot shows the 'ELA District Tab' with a blue arrow pointing to the 'Open ELA Student Workflow' button and another blue arrow pointing to the 'Enter Here' button. The right screenshot shows the 'ELA Data' form with a blue arrow pointing to the 'Enter PPF responses HERE' area.

Where in Infinite Campus is the PPF uploaded?

The PPF will be uploaded to Infinite Campus the same way Birth Certificates are. The only difference will be the identifier code. You will scan PPF through a printer/scanner and save it in the SBV folder with a unique identifier code: xxxPPFdddddd where “xxx” is the school’s three digit school number, “PPF” represents the **P**arent **P**ermission **F**orm, and “dddddd” is the student’s ID number. You will then be able to upload it to Infinite Campus through the **Documents** tab under **Registration**.

The image consists of two screenshots. The left screenshot shows a scanner interface with a blue arrow pointing to the right screenshot. The right screenshot shows the Infinite Campus 'Registration' tab with the 'Documents' sub-tab selected, and a blue arrow pointing to the 'Upload Document' button.