



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**.

myMCPS

Welcome, **John Parent** | [Help](#) | [Sign Out](#)

Emerson | Ethan | Charles | Robert

Navigation

- Grades
- Grade History
- Attendance
- Consent Forms
- myMCPS Classroom
- My Schedule
- Google Classroom (Student)
- School Information
- Curriculum Resources
- Account Preferences

Term Grades: Student, Emerson

Click on **Active Student** to view assignment details.

Interim Progress Report

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 - Rm: A213	D			
	MODY 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				

Link to Consent Forms

myMCPS Portal: Parent Landing Page

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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 "Ethan", "Charles", and "Robert". The left navigation bar includes links for "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 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

Annotations on the screenshot:

- "Clicking Form will open the consent form" points to the "Form" button in the first row.
- "Form information" points to the "Details" button in the second row.
- "All consent forms targeted for the student are displayed on the table." points to the 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.

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Welcome, John Parent | Help | Sign Out

Emerson Ethan Charles Robert

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Consent Forms

SAT Days Parent Consent

Your child's responses to all questions on the Student Data Questionnaire, other than the required registration questions, are optional as explained on the inserted copy of the SAT Student Answer Sheet Instructions.

- Give counselors and college admission officers information to help your child plan for the future. The more information they have, the more assistance they can give to you.
- Provide information to the College Board that ensures the exam is a fair and accurate test for all students.
- Are used by the College Board for research and planning to improve our tests and services.
- Contribute—combined with responses of all other students taking the same exam—to an understanding of your graduating class. This lets colleges and universities deliver programs and opportunities you and your classmates.

A primary benefit of completing the optional Student Data Questionnaire is to participate in Student Search Service, which is a program that connects your child to college and scholarship opportunities that match your child's interests. If you choose to permit your child to complete the optional Student Data Questionnaire, your child provides will be added to your child's College Board student record, even if you choose not to participate in Student Search Service.

Your child will receive a Registration Guide before the test administration, and you and your child can also access it online at <https://collegereadiness.collegeboard.org/pdf/sat-registration-booklet-students.pdf>. The guide includes the questions that appear on the Student Data Questionnaire and how your child's responses will be used.

MCPS has a data sharing agreement with College Board for the administration of SAT Day. The College Board has assured MCPS that it only shares data with eligible colleges, universities, and scholarship and educational opportunity programs that sign a license agreement with the College Board. The College Board consistently

Consent forms can contain text, links and images

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.**

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 ☐ Yes ☐ No

e-Signature: Please enter your initials

Submit

Parents will be prompted to provide consent to a defined statement.

The form asks for the user's initials as part of an e-signature.

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.

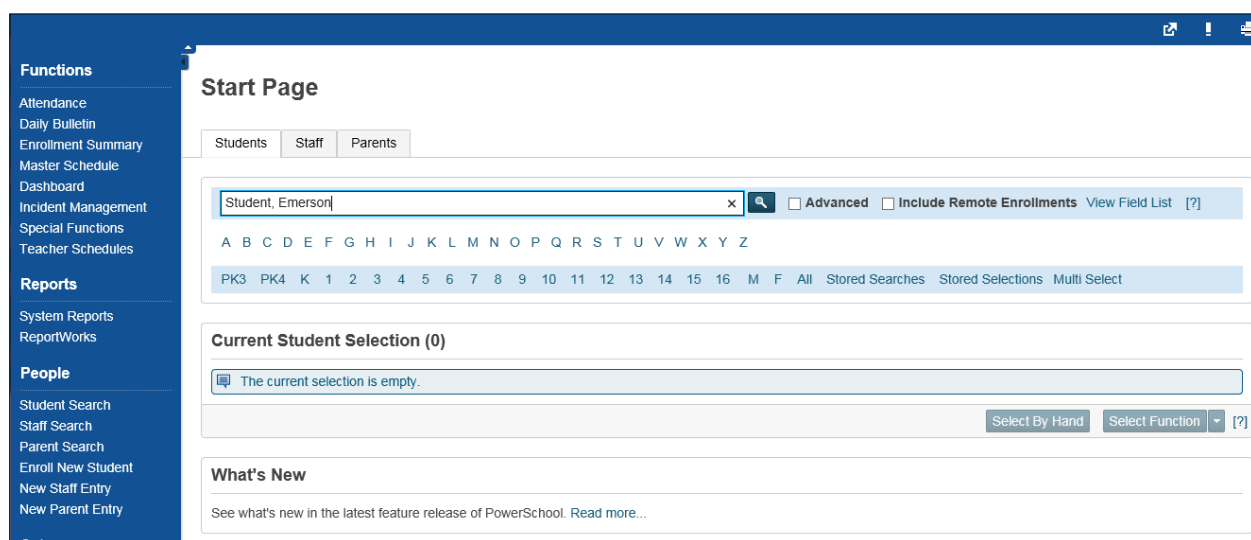
http://www.montgomeryschoolsmd.org/uploadedFiles/departments/helpdesk/myMCPSPortalParentAccess_v1.1.pdf

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.

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Start Page > Student Selection > Consent Form List

Student, Emerson 11 654321 LOWLANDS HS

Parent Consent Forms

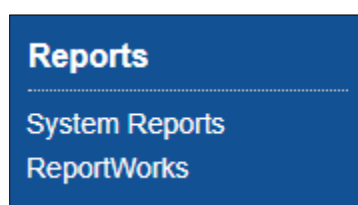
Title	Due Date	Completed By	Completed On	Response	
SAT Days Parent Consent	03-28-18	John Parent	02-09-18	Yes	Details
Outdoor ED	02-07-18	No Response	No Response	None	Details
Washington DC Museum	02-28-18	No Response	No Response	None	Details

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: