

Fact Sheet – Permission Click

As part of our commitment to continually improve processes and make it easier for you as a parent to stay connected and up to date, Prairie Valley School Division is pleased to announce *Permission Click*.

What is *Permission Click*?

- A new digital tool to make it easier for parents/guardians to manage consent forms and fees.
- *Permission Click* allows you to provide consent, fill out forms, and make payments anytime using your computer, tablet, or mobile phone.

How do I use it?

- When a student has an upcoming event or a form, the school will email you a link that can be opened on your device (computer, tablet, or mobile phone) without a username or password.
- You just review the event details, answer any questions, pay associated fees by credit card (if applicable), and you are done! (Note: A \$0.35 transaction fee is applied to each online payment.)
- Following approval, you will receive a confirmation email, along with a copy or receipt for your records. Information is kept confidential and is for school or teacher use only.

What is the benefit?

- It's convenient—You will be able to provide consent, fill out forms, and make payments on almost any device whenever you have time.
- It's fast and easy—There are no apps to download and no username/password to remember.
- It's efficient—Nothing gets lost in a school backpack and you don't have to write a cheque or have cash on hand to pay a school fee. Staff in schools identified the current manual process of obtaining approvals to be time consuming and inefficient. We hope parents and guardians will embrace this new application to help us achieve efficiencies in school staff time and cost savings related to paper and printing.

Is there a cost to use *Permission Click*?

- There is no fee to use the permission part of the application
- There is a \$0.35 fee per transaction to use the fee payment part of the application

What if I prefer not to use *Permission Click*?

- Paper approval forms will be made available for those families that do not have access to technology or prefer to continue with this method. **For more information:**
- If you have any questions or would like more detailed information please email Prairie Valley School Division's Finance department at finance@pvsd.ca or contact your school.

