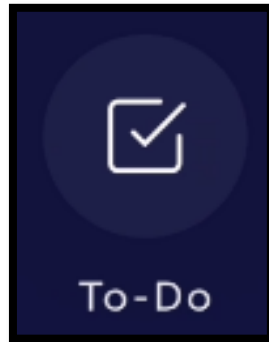


## Granting Permissions to Events

The following steps outline how to Grant Permission for your child to attend events via the Parent App.

**Step 1:** You will receive a notification via the app asking you to verify an absence for your child.

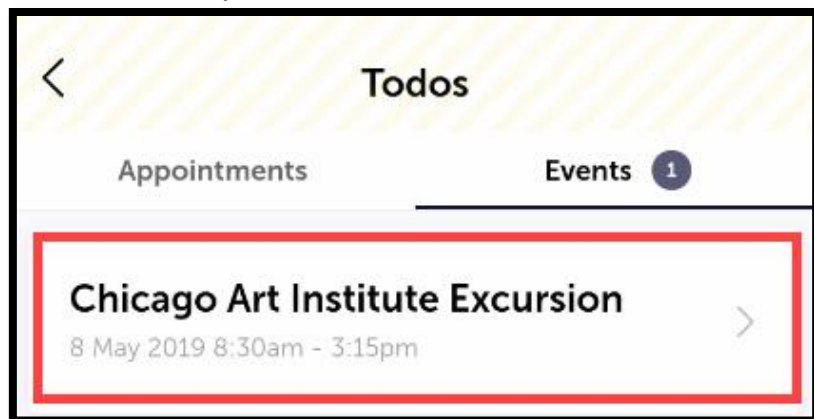
Alternatively, click on the **To Do** icon on the Home Screen:



**Step 2:** Select **Events**:



**Step 3:** Select the event for which you wish to Grant Permission to:



**Step 4:** Complete the following steps:

1. Read all attachments required for the event
2. Add any notes as per the attachment instructions
3. **Grant Permission** for the event.

< Chicago Art Institute Excursion

### Chicago Art Institute Excursion

8 May 2019 8:30am - 3:15pm

By granting permission for **Ferris Bueller** to participate in this event, you agree that you have read and understood any attached documentation.

I grant permission for **Ferris Bueller** to participate in the event **Chicago Art Institute Excursion** on **8 May 2019 8:30am - 3:15pm**.

I have read all attached information and understand and agree to any terms contained therein.

1 Information Letter To Parents.Pdf

2 Notes

3

**Step 5:** Confirm your approval of the event.

### Approve Confirmation

Are you sure you want to approve permission for this event?

|

***IMPORTANT!***

Once a permission status has been entered via the App, it can not be altered on the App.

If you accidentally press the **Deny** button, you must login to Edumate on a computer via the Parent Portal to **Grant Permission**, allowing your child to attend the event.

If you are successful, you should see the following notification appear at the bottom of the screen:

