PowerSchool Handbook

Tracking Facts for Parents Forms

Version 1.0
February 27, 2024

INTEGRATED TECHNOLOGY
SAN DIEGO UNIFIED SCHOOL DISTRICT

PowerSchool

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About This Handbook

This handbook was created by the San Diego Unified IT Training Department as reference material for the enrollment clerk, site tech, or other designated staff members, responsible for monitoring the receipt of the Facts for Parents booklets at an Elementary or Secondary school, including K-8 schools. It is updated periodically by the San Diego Unified IT Training Department. If you have any questions about how to execute these tasks in PowerSchool, please contact the IT Help Desk: (619)209-HELP (4357) or submit a support request online at https://sdusd.cherwellondemand.com

NOTE: Dates and terms depicted throughout this handbook are used as examples and may not reflect the current school year or Term.

Part 1: Overview
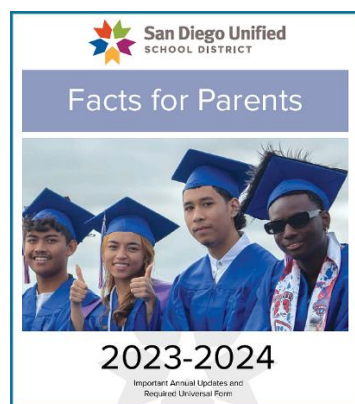
What is the Facts for Parents Booklet?

Facts for Parents is an annual publication containing updated information relevant to the families of San Diego Unified including rights and responsibilities as well as district, local, state, and federal policies that impact all students.

- Important Dates for the Upcoming School Year
- Key Contacts
- Welcome letter from Superintendent Lamont Jackson
- Parent/Guardians Rights and Responsibilities
- Discrimination, Intimidation and Bullying Policies, Uniform Complaint Procedure
- Sexual Harassment of Students and Complaint Procedure
- At School
- Student Rights and Records
- Health Requirements and Wellness
- Restorative Discipline Policy
- Student Records and Rights
- Attendance
- Technology
- Language and Language Acquisitions Programs
- Forms
    - Universal Form (required)
    - Pesticide Use & Notification Form (optional)

Parents are legally entitled to and should receive an updated booklet at the beginning of each school year. A signed Universal Form shows that parents have received this information, and a copy of the completed form should be maintained at sites during the school year.

When a parent has not submitted the Universal Form to show they have received this information, the Site Tech will ensure the Facts for Parents booklet is received by the parents physically.

This Handbook will show you the steps to check if a parent or guardian has reviewed the Facts for Parents booklet for a student or a group of students and how to mark them as submitted.

Part 2:
Running Reports

Facts for Parents List Report

This report lists all active students at your school and their Facts for Parents form submission status for the Facts for Parents booklet.

Use this report to track all form submissions and receipts of the booklet.

1. From the Start Page, under **Reports** on the left-side menu, select **sqlReports.**
2. Expand the group of **Ecollect Forms.**
3. Select the **Facts for Parents List** Report.
4. Use optional report parameters to preview only missing form, for a student group selection, or both. The default is set to only show students who don't have an affirmative response yet.

Run sqlReport -

Label	Value
Name	Facts for Parents List
Description	This report will list students at the current school and their Facts for Parents form submission status.
Directions	By default this report will only show students "without" this form on file.
	To show all students including those that have a recorded form on file, please select "Yes" to Show all students.
	To only show students based on your current selection, Answer Yes to Run for the selected students.
Show all students	Yes
Run for the selected students	No

Submit

5. Click **Submit** to run the report.

This report can be used to isolate the group of students without response to ensure delivery of the booklet. Select the students without response to create a contact list or print list for the group.

Facts for Parents List

Make Current Selection | Copy | CSV | TAB | Print | PDF | Separator: New Line | Copy Parent Portal Emails

Response	Response Date	View/Edit Form		First Name	Grade Level	School Name	Parent Portal Accounts	Parent Portal Emails
	No response	Edit Fo...		Nguyen	6	Lewis Middle	2	parent@sandi.net85298;par...
	No response	E... Form	567128	Adan	J	7	Lewis Middle	1	parent@sandi.net58082
	No response	Edit Form	557233	Adawe	Shani	7	Lewis Middle	0	

Select students without a response to create a group to contact

Facts for Parents Counts Report

Use this report to track all form submissions and receipts for students in the entire school.

1. From the Start Page, under **Reports** on the left-side menu, select **sqlReports.**
2. Expand the group of **Ecollect Forms**.
3. Select the **Facts for Parents Counts** Report.
4. Click **Submit**.

Run sqlReport -

Label	Value
Name	Facts for Parents Counts
Description	This report will list counts of submissions for the Facts for Parents Ecollect form.
Directions	

Submit

This report categorizes the receipt of the Facts for Parents booklet as a total for your school. It will include **students without a response, parents who acknowledged receipt of the booklet, or if staff indicated delivery of the booklet.**

Facts for Parents Counts

Copy   CSV   TAB   Print   PDF

Search:

School Number	School Name	School Type	School Area	Students	Students with Parent Portal accounts	Parent Acknowledged Receipt	Staff indicated delivery	Students without response
311	Lewis Middle	District Run Middle / Junior High	Middle Schools	970	744	0	3	967

Part 3: Reporting and Tracking Forms

Report and Track Facts for Parents Forms

Parents will have the option to view and confirm receipt of the Facts for Parents booklet online through the parent portal. All forms submitted online by a parent will be automatically logged and appear on the Facts for Parents List Report with the aligned response.

Run the **Facts for Parents List** Report using the steps on page 6 and click **Submit**.

Facts for Parents List

Parameters - **Show all students:** Yes **Run for the selected students:** No

| Copy | CSV | TAB | Print | PDF | Separator: | New Line ▾ | Copy Parent Portal Emails |

Response	Response Date	View/Edit Form	Student Number	Last Name	First Name	Grade Level	School Name	Parent Portal Accounts
Handed to parent	02/13/2024	View Form	529977	Abille	Jair	8	Lewis Middle	1
Sent with student	02/13/2024	View Form	560070	Aban	Samual	7	Lewis Middle	1
Signed Universal form	02/13/2024	View Form	572903	Abreu	Graciella	7	Lewis Middle	1
No response		Edit Form	676217	Adair	Nguyen	6	Lewis Middle	2
No response		Edit Form	567128	Adan	J	7	Lewis Middle	1

To record a received booklet using the Facts for Parents List report, do the following:

Click the **Edit Form** link to open the Facts for Parents Form, then skip to, and complete, steps 3-5 below.
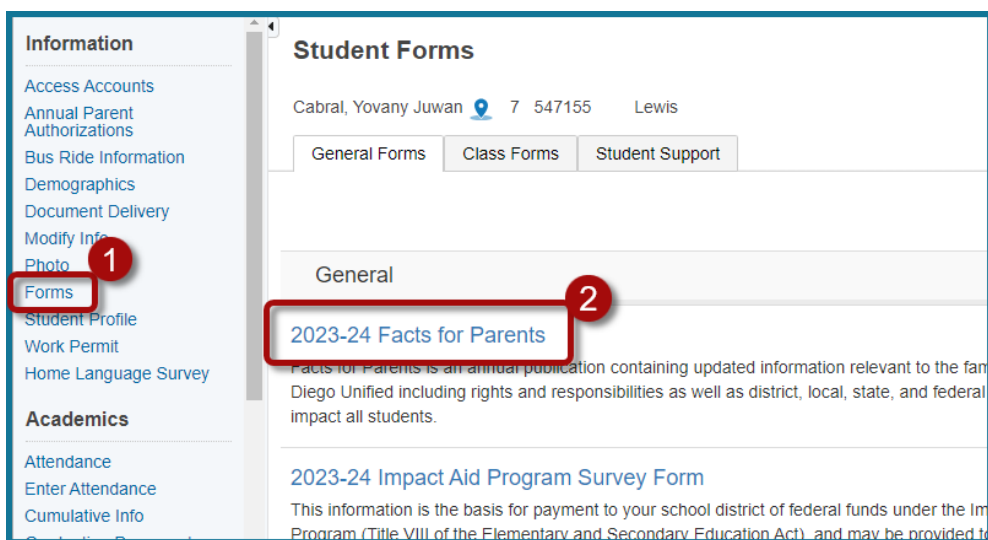
Facts for Parents List

Parameters - **Show all students:** Yes   **Run for the selected students:** No

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To record the collected form for one student, search and select the student then do the following:

1. On the Student Page, under Information on the left-side menu, select Forms.

2. Select **2023-24 Facts for Parents Form**.

3. Check the **Yes** box to confirm the parent has received the Facts for Parents booklet.

4. Select the **Confirmation Method** from the drop-down menu. All other fields are disabled unless signed in as parent or guardian.

5. Click **Submit**.

NOTE: If you select **Edit Form** for a student on this page, remember to close the tab that opens when you select Edit Form each time. You will see this message pop up at the top of the page to remind you:
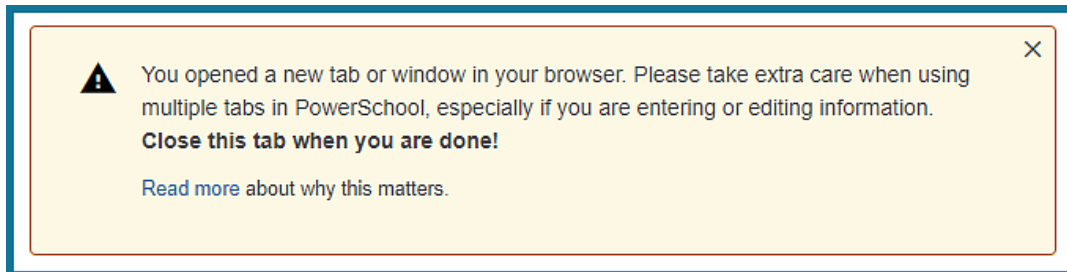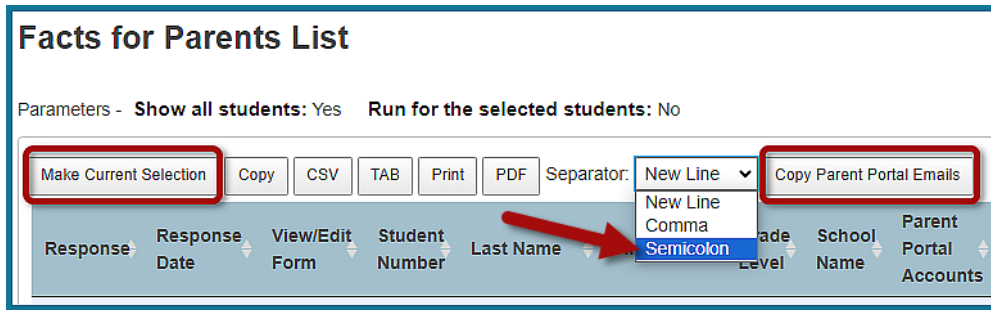
Part 4: Communicate with Families

Options to Communicate with Families

A new feature in the Facts for Parents Form report has been added to simplify the use of other communication tools. Use this feature to copy parent emails and follow up with families who have not confirmed receipt of the booklet. See below for suggested options.

- Select **Make Current Selection** for use with Digital Document Delivery. Follow the directions on Part 4: Advanced - Delivering a Custom PDF of the Digital Document Delivery Handbook.

- Select **Make Current Selection** for use with SchoolMessenger.

- For a **simple email list** to parents or guardians:

  o Select the separator drop down menu and click: **Semicolon**

  o Select **Copy Parent Portal Emails**

  o **Paste** the emails in a Word document or in an email to BCC all parents or guardians who have not responded to or received the Facts for Parents booklet.