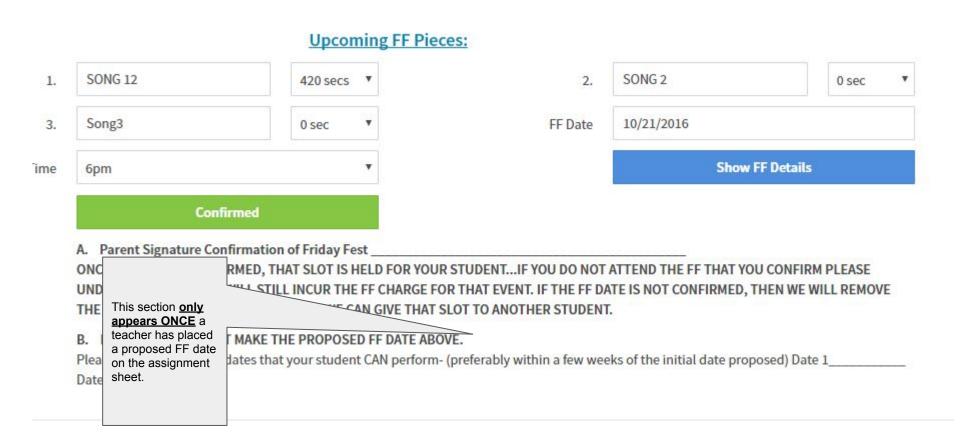
Step 1 - Teacher schedules the FF date - then the parent signature confirmation shows up...if NO FF date scheduled - then NO Signature Confirmation please



## Step 2 - at the next lesson the teacher sees the assignment sheet and then does one of three things:

- 1. The teacher ees that the parent confirmed and then the teacher selects "confirmed" on the assignment sheet. (<u>Then the parent</u> signature part dissapears from the assignment sheet (once the teacher selects "confrimed"
- 2. The teacher sees that the parent has proposed another date so the teacher changes the FF date to the date that the parent has written in and then selects "confirmed" on this new date. Once that is confirmed again the parent signature portion would disappear from the assignment sheet. Or
- 3. The teachers sees that the parent did not fill out anything and then the teacher either leaves the date as-is, or places another date on the FF and the parent signature portion would remain on the assignment sheet....
- 4. Basically the teacher selecting a FF date is the prompt to **add the parent signature portion below**, and the teacher selecting "**Confirmed**" is the prompt to remove that from the assignment sheet again.



ONCE A FF DATE IS CONFIRMED, THAT SLOT IS HELD FOR YOUR STUDENT...IF YOU DO NOT ATTEND THE FF THAT YOU CONFIRM PLEASE UNDERSTAND THAT YOU WILL STILL INCUR THE FF CHARGE FOR THAT EVENT. IF THE FF DATE IS NOT CONFIRMED, THEN WE WILL REMOVE THE STUDENT FROM THAT DATE SO THAT WE CAN GIVE THAT SLOT TO ANOTHER STUDENT.