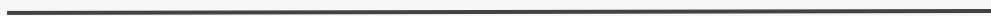




PPS

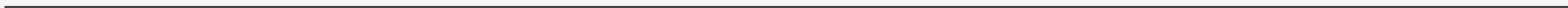
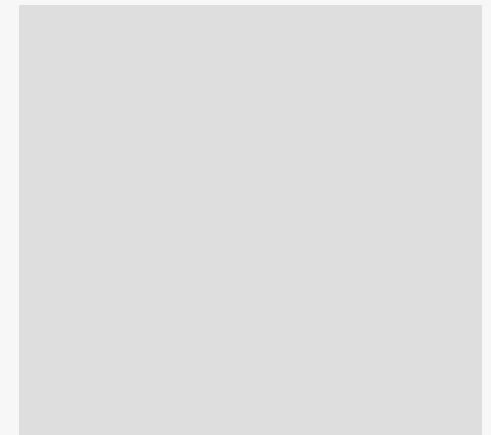
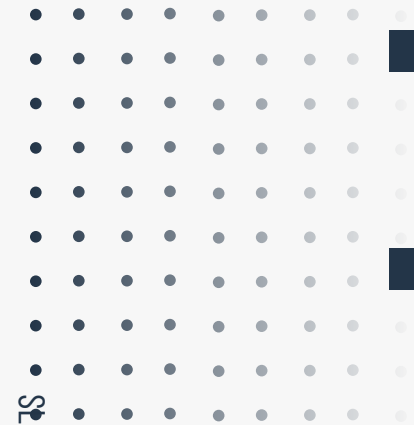
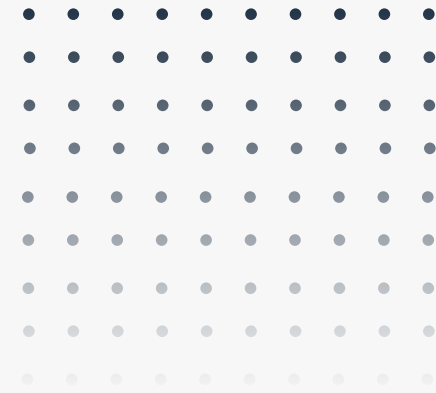
Department is Going Digital!

A Guide for Families and Caregivers



Overview

- What is the Collaboration Portal?
- Why is PPS Going Digital?
- Collaboration Portal – How To





What is the Collaboration Portal?



The Collaboration Portal is...

- Used to securely send home reports to parents/guardians
- A secure way for caregivers to open, review, and sign documents before submitting to district/teacher/provider

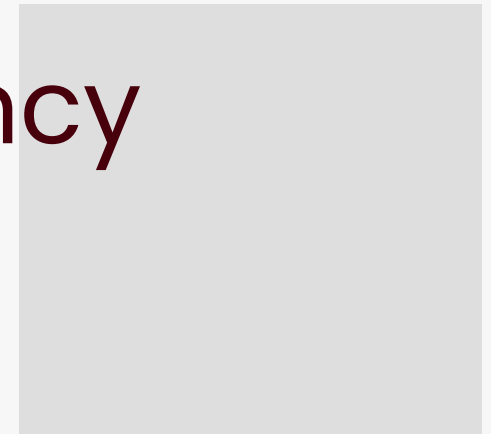


Why is PPS Going Digital?



PPS is Going Digital Because...

- We love the earth
- We want to streamline our practices
- We want to improve efficiency in which documents are shared with caregivers





Collaboration Portal – How To!



Step 1: You will receive an encrypted Email from IEP Direct



Lisa Meehan shared a Collaboration Document with you

A document is available for your review/signature. The access code for this document is the first three letters of the student's last name (upper case) plus his/her date of birth in mmddyyyy format. Example: XYZ04032005. Note: if student has fewer than three letters in his/her last name, the full last name is included with date of birth. Please contact the Office of Pupil Personnel if you have any questions.

Section 504 Annual Review Letter without Safeguards Notice - 11/26/2024

Open



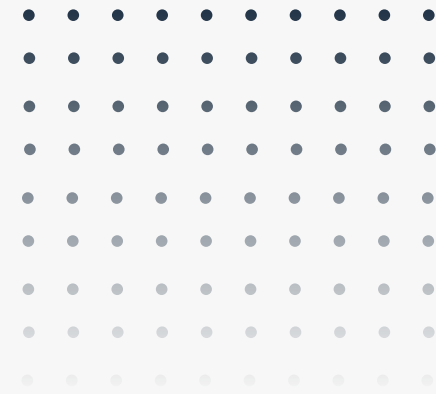
**Step 2: You will enter your
child's unique access code**

**First 3 letters of last name
in all CAPS + DOB**

Ex. Fred Smith, DOB: 10/15/2019

Access Code: SMI10152019

Step 3: Write down and save your child's unique access code



Questions?

*Please reach out to us
if any questions or
concerns come up.*

_____ ...

Thank you!

