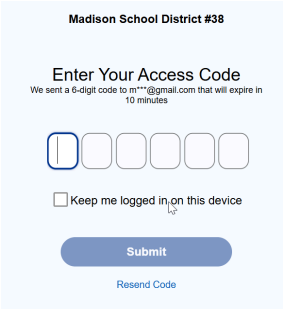
Madison Elementary School District
Parental Choice for Library Materials
STEP by STEP Parent & Caregiver Guide

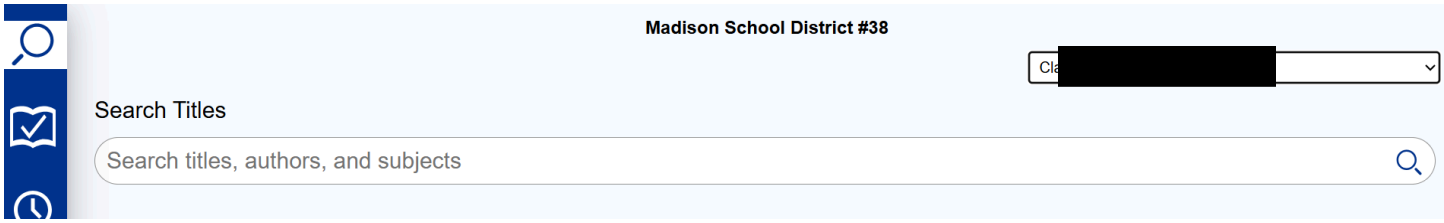
Madison Elementary School District provides an optional parent tool that allows families to review library materials and manage their child's access to specific titles if desired.

Getting Started

1. Click the following link to begin the process:
   👉 https://destinyverification.follettsoftware.com/willow/district/destiny-94KV-V56H

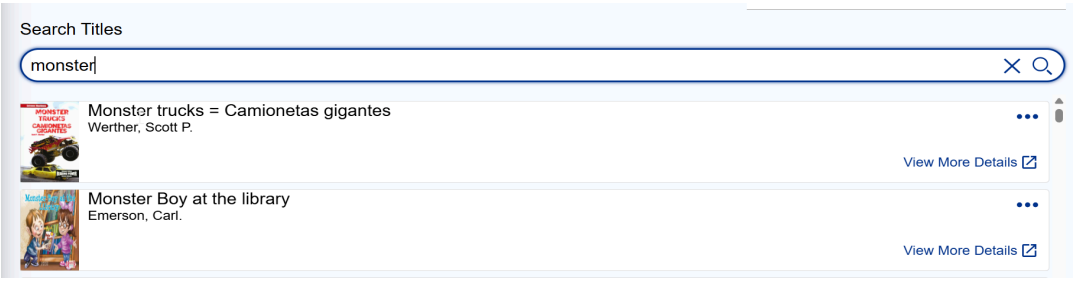


2. Enter the email address of the **Primary Guardian** listed in your student's records.
3. Additional parents/guardians may access the system to view book titles; however, only the primary guardian can make changes to access settings.
4. After entering a valid email address, a verification code will be sent to your email. Enter the code to access the system.
5. Enter the code and select **"Keep me logged in on this device"** if you would like to skip the login step next time you make changes.

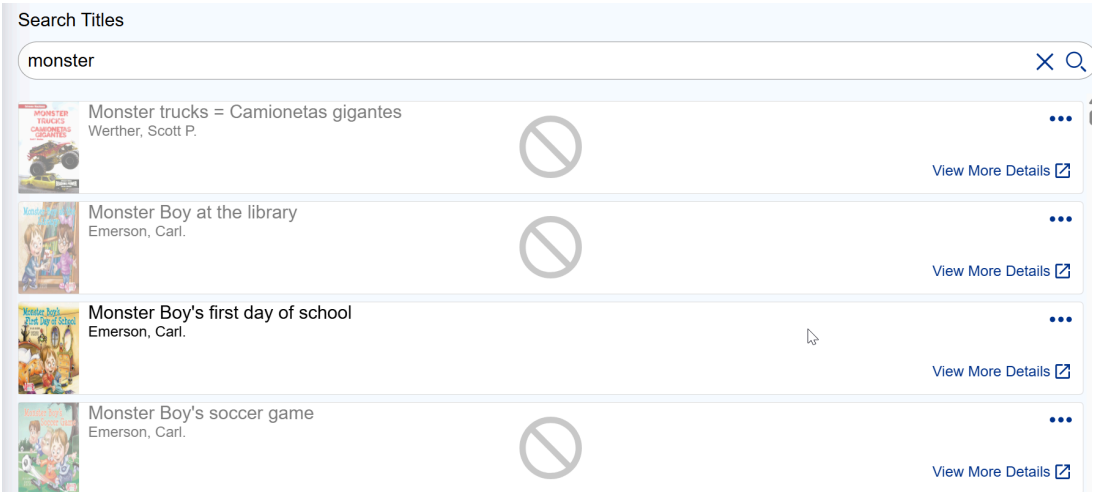


Navigating the System

6. After logging in, you will see your student's name in the upper right corner.
   If you have more than one student in Madison Elementary School District, use the drop-down menu to choose which child you would like to manage.
7. In the left-hand menu, you will see four icons:
   - 🔎 **Magnifying Glass** — Search for titles, authors, or subjects
   - ✔ **Book with Check Mark** — View books your student currently has checked out
   - 🚫 **"No" Symbol Icon** — Titles you have selected as unavailable for checkout
   - ➡ **Log Out Icon** — Log out of the system here
8. The system will default to the search screen so you can look up titles, authors, or subjects.
9. To limit access to specific materials, search for the title or subject you would like to manage.
   Example: If you want to limit access to books about **monsters**, search "monsters." Select **"View More Details"** if you would like additional information about a book.



10. If you prefer your child not check out a specific title:
    - Click the **three dots** next to the book.
    - Select **“Do Not Check Out to [Student Name]”** to block access.
11. When a title is blocked, you will see a **no-symbol icon** displayed next to that book in search results.
12. Repeat this process for any additional titles, authors, or subjects you would like unavailable to your student.



What Happens Next

- If your student attempts to check out a blocked title, a message will appear for library staff indicating the book is not available for checkout.
- Library staff cannot override parent selections. To allow access again, return to this system and update your settings.

Need Help?

Thank you for partnering with Madison Elementary School District to support your student’s library choices.
If you have questions or need assistance, please contact your school library staff or site administration.