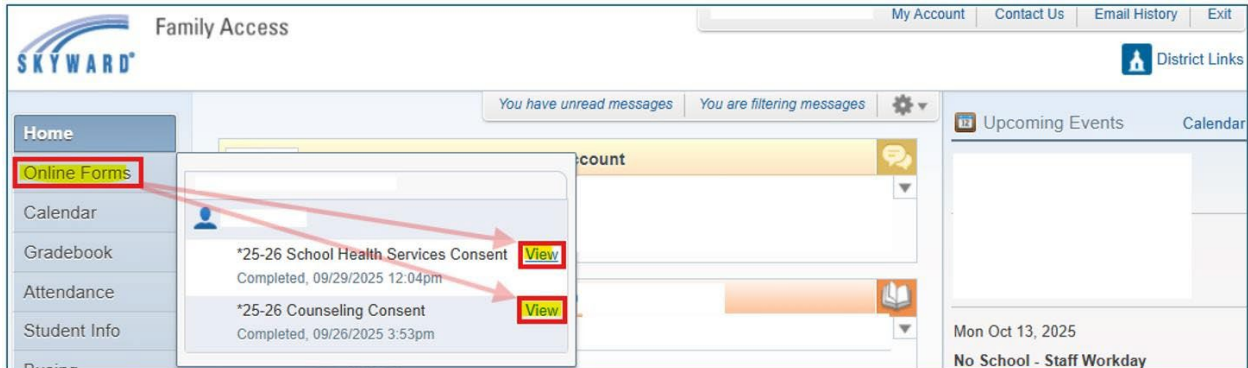
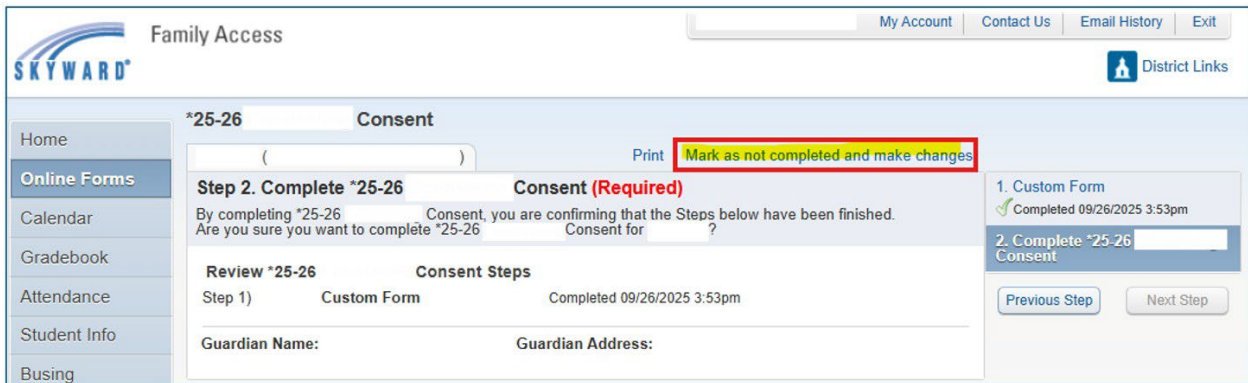


Editing Online Consent Form

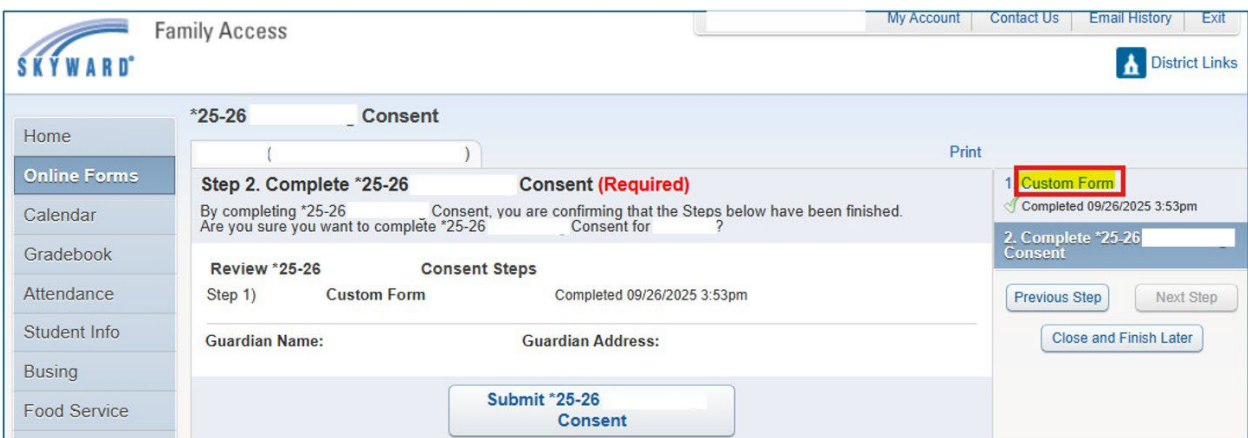
1. Select “Online Forms” on the far-left side.
2. Select “View” next to the Consent Form you want to edit.



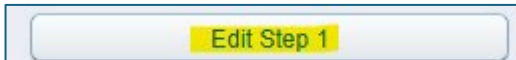
3. If you have already completed the form, but you want to make a change to your answers, you must select the hyper-link “Mark as not completed and make changes”.



4. Select “1. Custom Form” to view the form.



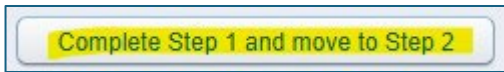
5. At the bottom of the form, select the “Edit Step 1” button to open up the form to edit your answers.



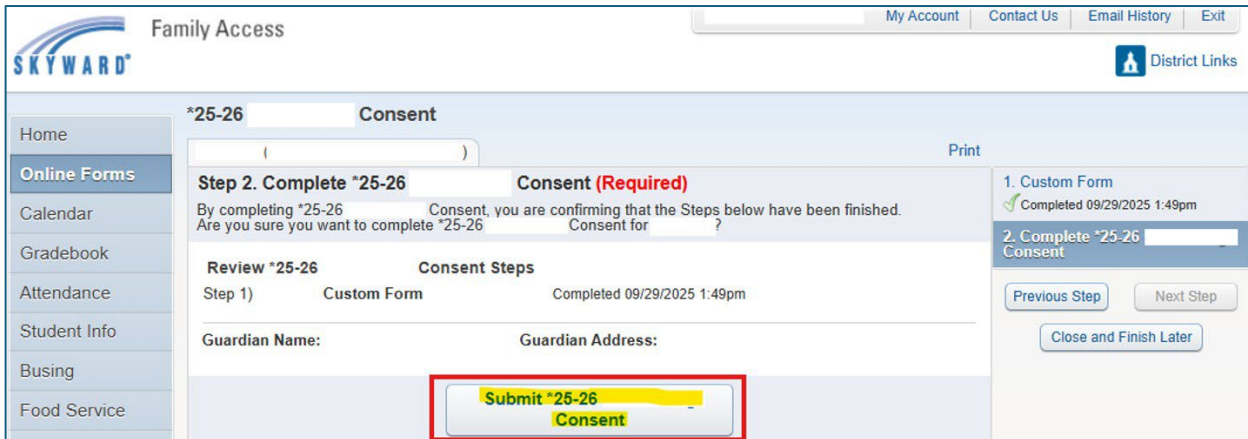
6. The form will refresh and prompt you to be able to change your answers to the form.

Editing Online Consent Form

7. Once you have updated your answers to the desired response in the form, select the “[Complete Step 1 and move to Step 2](#)” button.



8. Once you are complete with your changes, you will need to select the “[Submit *25-26 _____](#)” to finalize and submit the Consent form with the updated answers.



9. The page will refresh and you should receive a message stating “[*25-26 _____ Consent was successfully completed and submitted to the district for \[STUDENT NAME\] on \[Date and Time\] by \[whomever made the change\]](#)”.

