

## Collaboration Portal Communication to BCSD Community

Good Day!

In an effort to communicate effectively and efficiently with parents/guardians of students with special needs, we have decided to use a Collaboration Portal within our special education management system, Frontline Education. Frontline Education created this portal at the start of the pandemic and has since released it for schools to begin utilizing as a safe method of communication.

### HOW DOES THE COLLABORATION PORTAL WORK?

Documents can be generated by the school and sent to parents/guardians through the Collaboration Portal. This includes many standard documents, such as Meeting Invites, Prior Written Notices and Consents, and copies of evaluations/IEPs/504s. Recipients will receive email notification with a unique access code and must agree to electronic signature in order to open, review, and/or sign documents.

### HOW DO I KNOW YOU SENT ME SOMETHING THROUGH THE COLLABORATION PORTAL?

Recipients will receive an email notification that will come from "Frontline Education." We recommend checking your spam for these emails and updating preferences should you find the email there. Once you receive the email, you must click the link, enter your unique access code, agree to Electronic Signature Agreement, and then proceed to review the documents.

### HOW DO I REVIEW AND SIGN DOCUMENTS?

The User Guides below show complete steps on how to proceed. Once you are viewing the document, there are tools that you can select to mark selections and process your signature. **IMPORTANT:** For documents that require a checkbox or further information, you must use the tools to edit the document. For example, to mark a checkbox for consent, you must use the "Pen" to mark your selection.

### HOW DO I REVIEW DOCUMENTS THAT DO NOT REQUIRE A SIGNATURE?

This is also explained in the User Guide below. There is a dropdown where you have a choice to either "Download" or "Submit" a document. By selecting "Submit" you will inform the school that you received and reviewed the document. By selecting "Download" you will be able to save the document to your computer.

### HOW DO I ACCESS THE USER GUIDES?

- Click the applicable link below:
- Collaboration Portal Recipient User Reference Guide - English
- Collaboration Portal Recipient User Reference Guide - Spanish

If you have any questions or concerns regarding the use of the Collaboration Portal, please reach out to and email to: [bscd.pps@beaconk12.org](mailto:bscd.pps@beaconk12.org) we are available to help! Thank you!