



Parent/Guardian Approver Application User Manual

1. Introduction

The Parent/Guardian Approver application allows staff to review requests, manage relationships, maintain accounts, and control user access.

Use this application to:

- Approve or deny parent/guardian relationship to student requests
- Maintain student relationships
- Manage public account (parent/guardian) passwords
- Control user permissions

2. Requests Tab

Review and manage requests. Includes Pending, Completed, Denied/Expired, and Requestor Info views.

Steps:

1. Select your school.
2. Locate a request using search or filters.
3. Review the Status column and Requestor Name column.
4. Select a status to open request details.

Select School: ↻
X - Demo Elementary - 8861

Show: 10 🔍

STATUS	STUDENT NAME	STUDENT ID	REQUESTOR NAME	REQUESTOR EMAIL	CREATED
COMPLETED	Fiftha, Studenta	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX@duval.k12.fl.us	5/1/2026
COMPLETED	Fiftha, Studenta	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX@duval.k12.fl.us	5/1/2026
COMPLETED	Fiftha, Studenta	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX@duval.k12.fl.us	5/19/2026

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2.1 Completed Request Details

Selecting a Completed request from the STATUS column opens a read-only approved request view.

1. Select a request marked Completed from the list.
2. Review request, approver, and student information.
3. Close the window when finished.

Update to Person: 'Pina, [REDACTED]' (Student)' Request ✕

Request Status: ✓ APPROVED

Request Details

Request Date: 5/1/2026
 Expire Date: 5/22/2026

Allowed Approvers

Name	ID
E[REDACTED]	[REDACTED]
J[REDACTED]	[REDACTED]
S[REDACTED]	[REDACTED]
W[REDACTED]	[REDACTED]

Student Information

Name: [REDACTED]

Student ID: [REDACTED]

Grade: 05

Guardians

Name: [REDACTED]

Close

2.2 Pending Request Details

Selecting a Pending request from the STATUS column opens the request. If you are an Allowed Approver, you will see a button that permits you to approve or deny the request. There is also a list of Allowed Approvers if needed for reference.

1. Select a request marked Pending.
2. Review request details.
3. If listed as an Allowed Approver:
 - Select Approve to approve
 - Select Deny to reject

Update to Person: 'Johnson, Armonie (Student)' Request

Request Status: ⌚ PENDING

You do not have permission to modify this request


Request Details

Request Date: 5/11/2026
Expire Date: 6/1/2026

Allowed Approvers

Name	ID
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXX

Student Information

 Name: XXXXXXXXXXXXXXXXXXXX
Student ID: XXXXXXXXXXXXXXXX
Grade: 01

Guardians

Name: XXXXXXXXXXXXXXXXXXXX
Email: XXXXXXXXXXXXXXXXXXXX
ID: XXXXXXXXXXXXXXXX

Close

2.3 Denied / Expired Request Details

Shows inactive requests; read-only historical view.

1. Select a Denied or Expired request from the STATUS column.
2. Review details.
3. Close the window.

Select School: ↻

X - Demo Middle - 8871

Show: 10 Q [Add Relationship](#)

GRADE	STUDENT NAME	STUDENT ID	PARENT/GUARDIAN	PARENT/GUARDIAN EMAIL
07	Case, Test	2015565	XXXXXXXXXX@ie	XXXXXXXXXX@com
07	Case, Test	2015566	XXXXXXXXXX@rry	XXXXXXXXXX@com
08	Eighta, Studenta	2015566	XXXXXXXXXX	XXXXXXXXXX@com
08	Eighta, Studenta	2015566	XXXXXXXXXX	XXXXXXXXXX@com
08	Eighta, Studenta	2015566	XXXXXXXXXX@l	XXXXXXXXXX@com
08	Eightb, Bea	2015566	XXXXXXXXXX	XXXXXXXXXX@com
08	Eightb, Bea	2015565	XXXXXXXXXX	XXXXXXXXXX@com
08	Eightb, Bea	2015565	XXXXXXXXXX	XXXXXXXXXX@com
08	Eightb, Bea	2015565	XXXXXXXXXX	XXXXXXXXXX@com
08	Eightb, Bea	2015565	XXXXXXXXXX	XXXXXXXXXX@com
08	Eightc, Studentc	2015566	XXXXXXXXXX	XXXXXXXXXX@com

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3.1 Add Relationship

Search student and parent, verify, then save.


1. Select Add Relationship.
2. Search and select a student.
3. Search and select a parent/guardian.
4. Verify all information.
5. Select Save Relationship.

Add Relationship ✕

Search Student:

Search Parent/Guardian:

 Clear

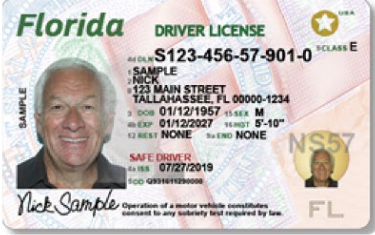


Name:

Student ID:

Grade:

School:



Current Parent/Guardians

Name:

Email:

Contact Information

MOBILE **HOME**

WORK **EXTENSION**

SECONDARY EMAIL

ADDRESS

Save Relationship
Cancel

3.2 Relationship Details

View selected relationship details and remove if needed.

1. Select a relationship.
2. Select Remove Relationship.
3. Confirm removal.

Relationship Details ✕

Student Information

Name:

Student ID:

Grade:

Email:

Parent/Guardian Information

Name:

ID:

Email:

Remove Relationship
Close

3.3 Confirm Removal

Confirmation dialog before permanent removal.

Relationship Details ✕

Confirm Removal

Are you sure you want to remove the relationship between:

Student:

Parent/Guardian:

This action cannot be undone.

Cancel
Confirm Remove

4. Public Accounts Tab

Use this tab to manage parent/guardian accounts.

1. Search for an account.
2. Select the account to view details.

Show: 10 Q

NAME	EMAIL	STATUS
[REDACTED]	[REDACTED]@gmail.com	COMPLETED
[REDACTED]	[REDACTED]@gmail.com	COMPLETED
[REDACTED]	[REDACTED]@gmail.com	COMPLETED
[REDACTED]	[REDACTED]@gmail.com	COMPLETED
[REDACTED]	[REDACTED]@gmail.com	COMPLETED
[REDACTED]	[REDACTED]@gmail.com	COMPLETED
[REDACTED]	[REDACTED]@gmail.com	COMPLETED
[REDACTED]	[REDACTED]@gmail.com	COMPLETED
[REDACTED]	[REDACTED]@gmail.com	COMPLETED
[REDACTED]	[REDACTED]@aol.com	COMPLETED

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4.1 Account Details

View account info, contact info, request info, and associated students.

Parent / Guardian

[Set Password](#)

Drivers License/State ID not available

- ID: [REDACTED]
- [REDACTED]

Contact Information

MOBILE [REDACTED]	HOME N/A
WORK [REDACTED]	SECONDARY EMAIL N/A
ADDRESS [REDACTED]	

Request Info ▼

Show Password ▼

Associated Students (0)
No associated students found.

[Close](#)

4.2 Set Password

Set/reset password with policy enforcement.

Set Password

DUVAL COUNTY PUBLIC SCHOOLS PUBLIC ACCOUNT PASSWORD POLICY

Your password must follow these conventions to be considered valid:

- Your password must be between, 8 and 24 character(s) long.
- It must have at least 1 numeric character(s) and 1 alphabetic character(s).
- It must have at least 1 lower case character(s) and 1 upper case character(s).
- It must contain at least 1 non-alphanumeric "special" characters.

Valid special character(s) are:

! " # \$ % & ' () * + , - / : ; < = > ? [\] ^ _ ` @

New Password

Confirm Password

Cancel

Save

5. Manage Tab

Manage users and roles (Owner/Member).

Select School: ↻

X - Demo Middle - 8871 Add User

DISPLAY NAME	DCPS ID	OWNER	MEMBER
[REDACTED]	[REDACTED]	✓	✓
[REDACTED]	[REDACTED]	✓	✓
[REDACTED]	[REDACTED]	✗	✓
[REDACTED]	[REDACTED]	✓	✓


5.1 Add User

Add a new user and assign roles.

1. Select Add User.
2. Enter user details.
3. Assign role.
4. Save.

Note: Owner allows 'add user' ability.

Add User ✕



Supervisor

Display Name:

 Clear

DCPS ID:

Owner:

Member:

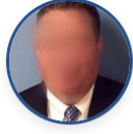
Add User Cancel

5.2 Manage User

Edit roles or remove user access.

1. Select a user.
2. Modify role or remove access.
3. Save changes.

Manage User



Supervisor

Display Name:

DCPS ID:

Owner:

Member:

Save Changes

Remove

Cancel