

INTERNSHIP FORSYTH **MENTORSHIP FORSYTH**
WORK-BASED LEARNING **JOB SHADOWING**
Forsyth County Schools *Forsyth County Schools*

Parent Instructions for Completing Intake Documentation

You will receive an email from this address: **ctae@forsyth.k12.ga.us**. The email will be titled **“Forsyth CTAE via PandaDoc**. You may need to check your spam/junk folder to find this email. Your child will have received a prior email and will have completed the student required fields. You will, therefore, be the second to receive the document. We ask that you complete your part within 48 hours so it will send to your child’s internship supervisor/mentor in a timely matter.

Please find below specific instructions on what is needed to complete your part of the Intake Documentation:

- 1) You will begin completing your part on Page 2 – Parent/Guardian Enrollment Consent.
- 2) Keep hitting “Next” until all parent fields are completed.
- 3) Finally, you will hit “Finish” to complete the final field.
- 4) Once completed, you will see a message that indicates *You’ve Done Your Part. Next, we’ll notify you when all participants have taken action.*
- 5) Once all parties have completed the document, you will receive an email with the title **“PandaDoc”**. The email address will be **docs@email.pandadoc.net**. (Remember to look in your spam/junk folder.) It will include a pdf attachment of the intake documentation completed and signed by all parties.