

Instructions for returning permission notes quickly and painlessly!

The IMP runs over 50 musical events each year. As a school based music program, every one of these events legally requires a signature from a parent or guardian of each individual student. It is a DEC requirement that permission notes must be signed by hand (no digital signatures), therefore **the note must be printed**. It is hard to keep on top of these permission notes, so please read through the following tips for fast return of notes. Due to growing numbers in the IMP this is now the preferred method of submitting your permission notes.

1. Locate the email with the permission note attached or download it from the website **sscimp.weebly.com** or skoolbag app (if available)
2. Download and open the attachment. This is the permission note.
3. Print the permission note.
4. Complete the relevant medical details and add your signature.
5. **Using a smartphone, take a photo of the completed permission note and email the photo directly to sscimp@det.nsw.edu.au Job done!**
6. If you do not have a smartphone you can still take a photo and send from your computer, scan the document, or deliver it to the **front office at Leichhardt only**
7. If you have a smart phone and really want to make the permission note look snazzy you can use an app like [CamScanner](#) to turn your phone into a scanner which produces a pdf!

