



PCS SERVICES QUICK GUIDE

Requesting Services From Peace Collaborative Services

Determine services you require for student

Decide **notified users** e.g who will get reports/notifications

Log in to PCS Website— **pcs.gppsd.ab.ca**
(login and passwords come from School Information personnel— SIS person)

Submit request for services, make sure to enter **notified users**

Save

Print off Parent Approval in PDF format (click top right)

Send to Parent for signature

Upload signed Parent Approval

Save and submit to Approver for approval

Once Approved

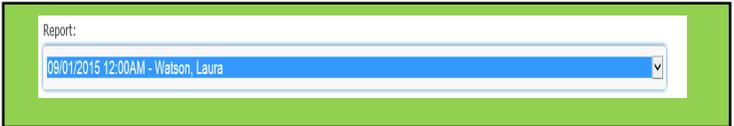
Therapist receives service request

Locating Reports

Log in pcs.gppsd.ab.ca—with user name and password

Go to Student Reports—choose student

Click report drop down box



Choose report you had been notified about—**make it a PDF or you will not get all info**

Please share with Parent

NOTE: if you do not PDF the report you will only see one section