TN PULSE: Connect Manual

For Users and Administrators

Tennessee Department of Education | October 2023

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What is TN PULSE Connect?

TN PULSE is the newly designed statewide data management system that offers a comprehensive platform to develop and house student learning plans. **TN PULSE Connect (Connect)** is the communication platform that allows schools to communicate with a student's support team outside of school to **access, view**, and **sign** important documentation related to the student's education in an effort to streamline communication, increase compliance, and decrease costs.

Increase Family Engagement

"Family engagement refers to the systematic inclusion of families in activities and programs that promote children's development, learning, and wellness, including in the planning, development, and evaluation of such activities, programs, and systems."

U.S. Dept. of Education, U.S. Dept. of Health & Human Services Policy Statement on Family Engagement From The Early Years To The Early Grades, 2016

Connect is our all-in-one **Parent/Guardian portal** that promotes increased family involvement in a child's education. Educating a child can be a multi-faceted and paperwork intensive process with teachers, families, administrators, doctors, and others all needing to provide input on various documents with the Special Education process, ILP, ILP-D, and 504 applications.

Centralized and Secure

Connect provides parents a centralized and secure place to:

- ▶ Access student records online.
- ▶ Sign documents electronically and save time.
- ▶ Receive automatic notifications from the school.
- ▶ Stay up to date on student progress.

Getting Started

The first step in getting started with Connect is verifying that the following parent/guardian information is complete under **Student Info.**

▶ Parent/Guardian Name.

▶ Guardian Responsibility checkbox checked on the parent/guardian's profile.

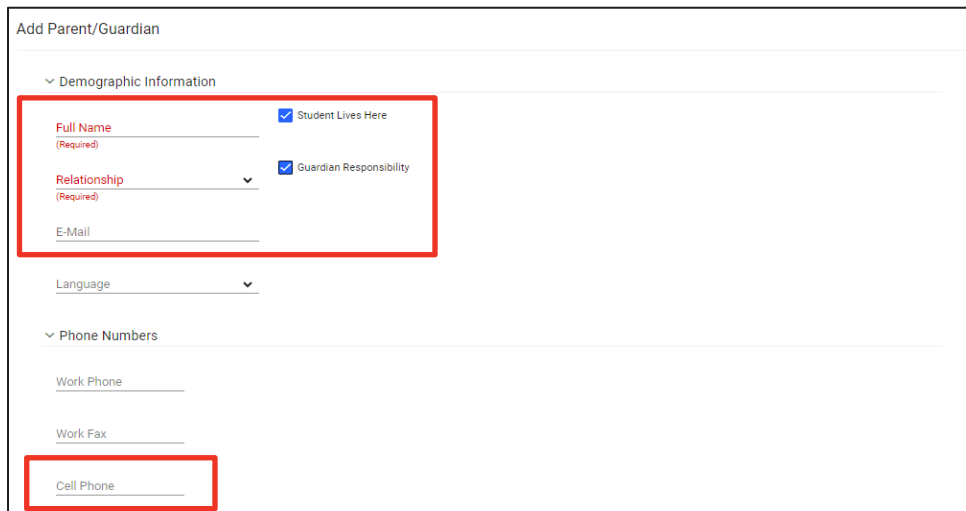▶ At least one parent/guardian cell phone number.

▶ Email address.

1. To view this information, select a student. Click **Student Info** then **Team/Parents** from the dropdown.
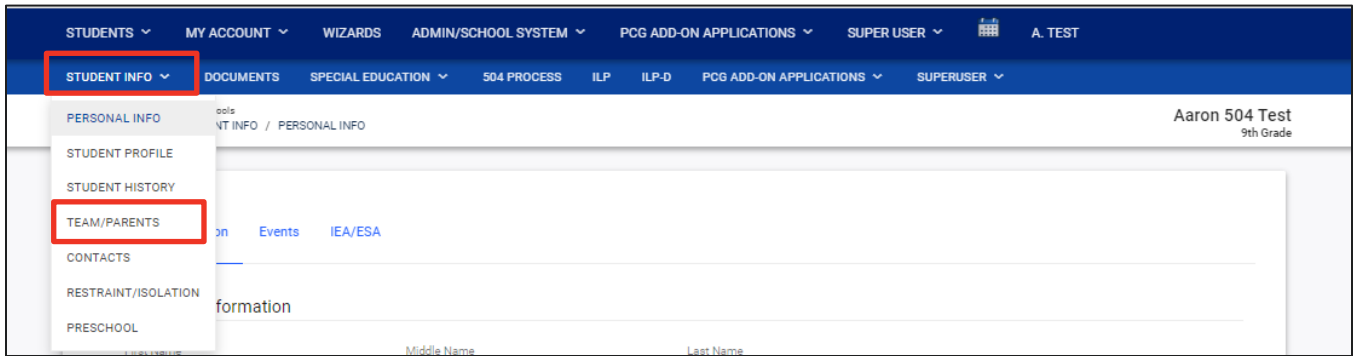
2. If a parent or guardian has not been added under the **Parent/Guardian** panel, click **Add New Parent/Guardian**.
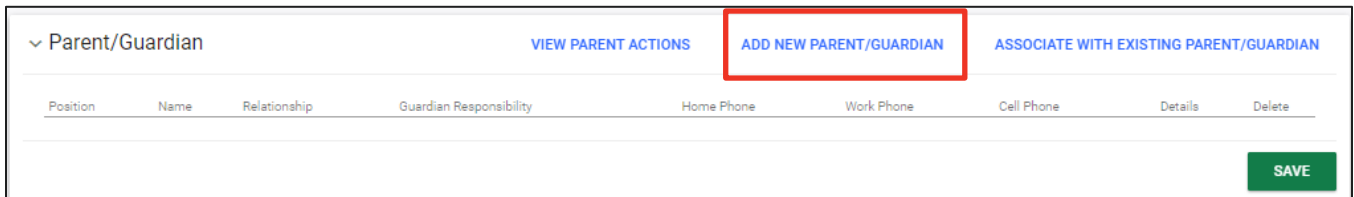
3. Required information will show in red, however, it is important to add a **cell phone number** and **email address** in order for the parent/guardian to receive a notification from Connect.

After saving the parent/guardian information, you will now see an additional section called **Connect Access** when clicking the pencil icon for the **Edit Parent/Guardian Information** page. This is where you can click to send the parent/guardian an ad-hoc email that contains their link to access the parent portal. This step is not mandatory, but if you would like to send parents an immediate link to log-in, you can use the Send Adhoc Access Email button shown below.


 Note: Notifications are sent automatically overnight for certain documents after they are finalized in TN PULSE (anytime between 11:00 p.m. – 8:00 a.m.). If a parent/guardian does not wish to receive emails or have access to documents electronically, click the checkbox next to **Disable Portal Access** on the parent/guardian details page**.**

By clicking on **Send Adhoc Access Email**, the system will send the following email to the parent/guardian:
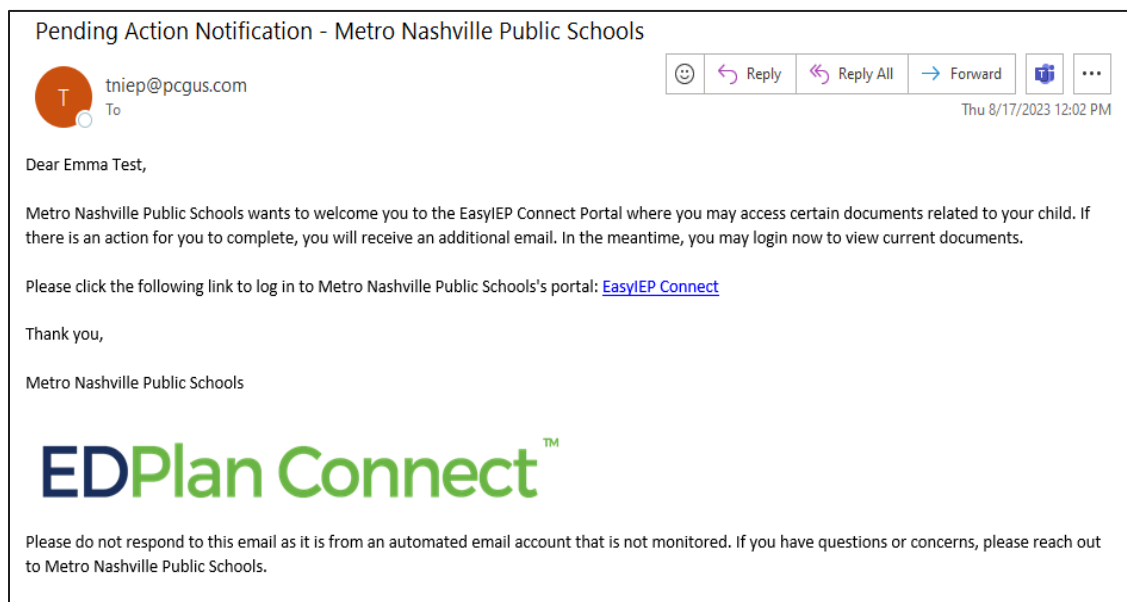
The documents activated statewide to send automated notifications in Connect are listed below. These documents will be pushed to Connect overnight after a **final** version is created. An email notifying the parents/guardians that there is a document to view, and a link to access the portal will be sent. They will be available for review **only** in the portal. The documents requiring a signature will remain in the parent/guardian's **To-Do List** for review until **45 days** after the date of the posted document.

- ▶ Invitation to Meeting
- ▶ Initial Consent for Evaluation
- ▶ Consent for Additional Assessments
- ▶ Prior Written Notice
- ▶ Eligibility Report
- ▶ Reevaluation Summary Report
- ▶ IEP
- ▶ ISP
- ▶ Progress Report
- ▶ Goal Progress Monitoring Document
- ▶ Section 504 Procedural Safeguards
- ▶ Section 504 Initial Consent for Evaluation
- ▶ Section 504 Consent for Reevaluation
- ▶ Section 504 Eligibility Report
- ▶ Section 504 Service Plan
- ▶ Section 504 Invitation to Meeting
- ▶ ILP Parent Letters
- ▶ ILP
- ▶ ILP-D Parent Letters
- ▶ ILP-D

When you create a final version of one of the above documents, you will have the option to collect signatures through Connect by choosing the option, "*The parent will sign electronically using Connect.*" Once selected, click **Create Final.**
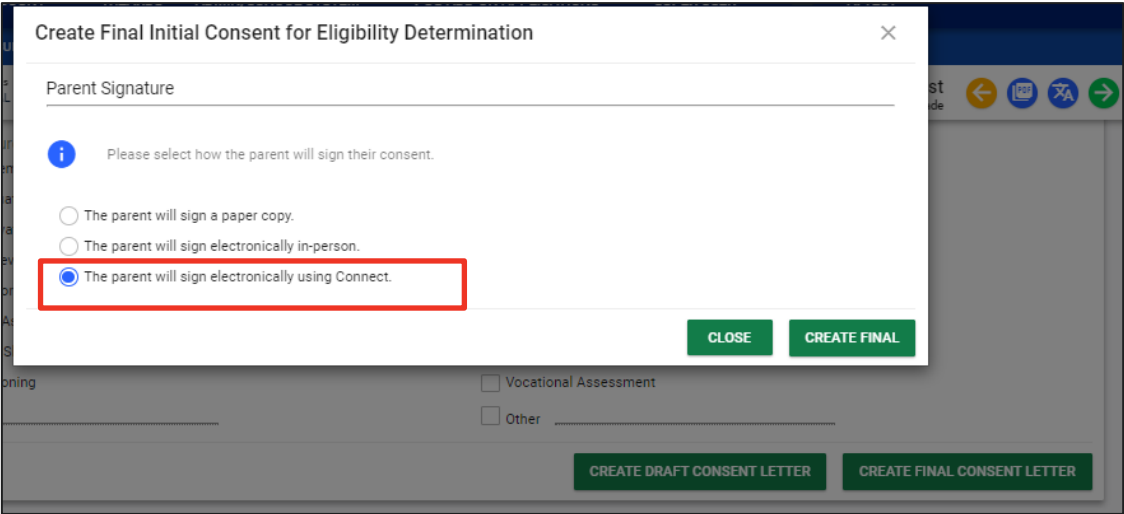
When Does the Parent/Guardian Receive the Notification?

Each evening, the system analyzes all documents and sends an email to parents with any proposed actions in the system for them to review. This notification can be sent anywhere between 11:00 p.m. CST to 8:00 a.m. CST.

What Does the Parent See?

When a parent/guardian clicks the link via email, they will be asked to select if they will receive the access code via text message, voice call, or email. The phone number listed under the **Team/Parents** page will automatically populate. Once selected, they will click **Request Access Code.**
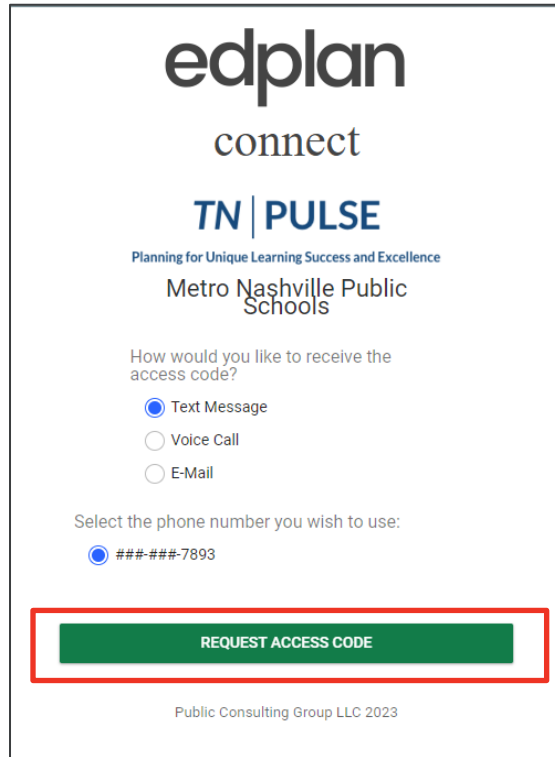
The access code is sent to the selected notification method. Once the access code is entered back on this page, they will select **Login.**
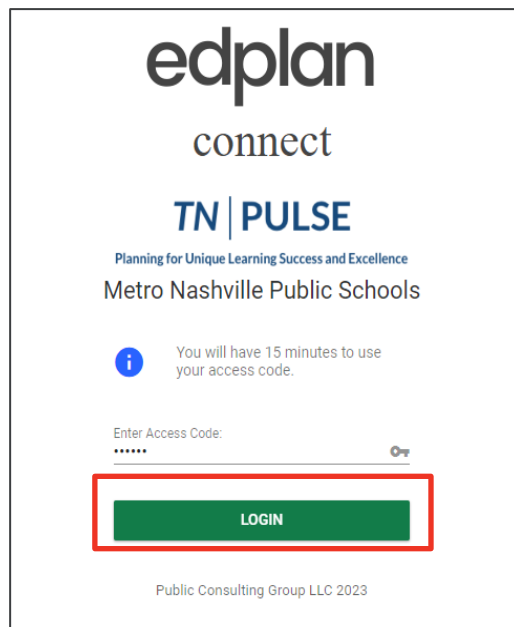
Once logged in, the parent/guardian will see the documents awaiting review and signature located on the **To-Do List.** Parents/guardians will click the blue hyperlink of the document name to read and review the document. Once review is complete, they will click the pencil icon under **Respond** to sign.

To-Do List

Student ↑↓	Date Submitted ↑↓	Item ↑↓	Action ↑↓	Respond ↑↓
Aaron 504 Test	08/18/2023	Consent for Initial Assessment	Sign Consent for Initial Assessment	✏
Aaron 504 Test	08/20/2023	Eligibility Report - Eligible	Sign Eligibility Report - Eligible	✏
Aaron 504 Test	08/20/2023	IEP	Sign IEP	✏
Aaron 504 Test	08/20/2023	Invitation to Meeting	Sign Invitation to Meeting	✏

Showing 1 to 4 of 4 entries
Previous 1 Next

Depending on the document, parents/guardians will be asked various questions and to virtually sign. Once questions are complete, click **Sign Document.**

Sign IEP

Document Type
IEP

Parent Signing
Emma Test

Date
08/20/2023

Sign IEP

Signature

CLEAR

Draft IEP Response

ⓘ A draft IEP was developed and a copy was provided at least 48 hours prior to the IEP team meeting.

☑ I received the draft IEP at least 48 hours prior to my child's IEP team meeting.

IEP Agreement

ⓘ In Agreement?

◉ Yes
◯ No

CLOSE   SIGN DOCUMENT

What Happens Next?

Connect can be used to track communication compliance with the parents/guardians and to provide documents to them in a timely manner. Once a document has been viewed by a parent/guardian or a signature has been obtained through the portal, a log is kept of the activities in the portal. In the case of documents being signed, a notification will go to the case manager in TN PULSE that the signature has been entered. The parent/guardian's response can be viewed by visiting the **Student History** page in TN PULSE and clicking on the **Details** button for the event you wish to review.
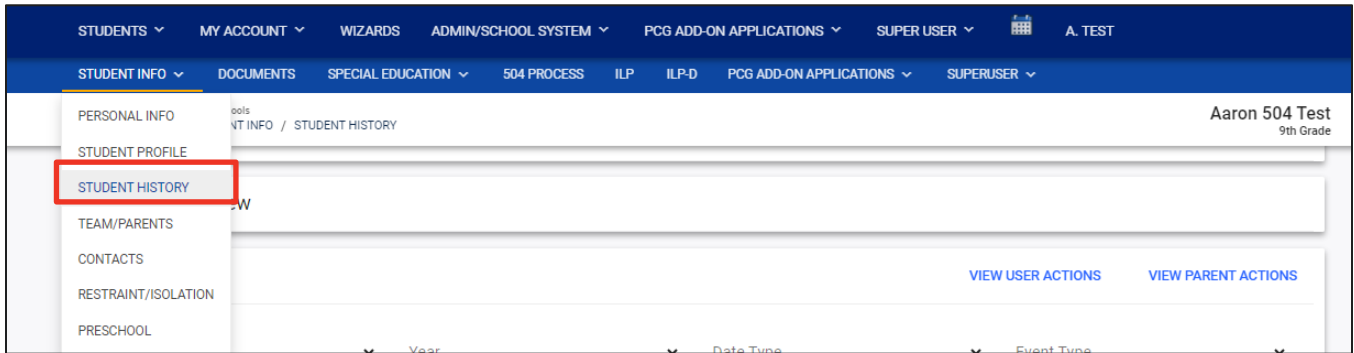
Scroll down to find the documents you wish to review. Click the pencil icon. A pop up will appear where you can view the parent signature under the section, **Parent Response and Document Attestations.**

You can also view signatures by navigating to the **Documents** page in the **Student** menu.
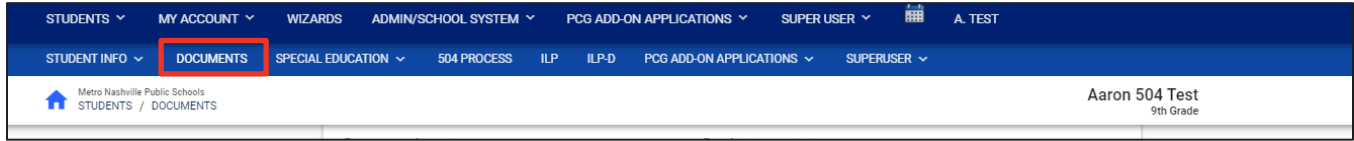
Signed documents will show **Signed.** To view signatures and attestations, click the corresponding button to the far right of the documents section.

Connect Dashboard- Permission Group 1

If you are a Permission Group 1 user type, you can view signatures via the Connect Parent Actions Dashboard. From the main menu bar, select **Connect.**
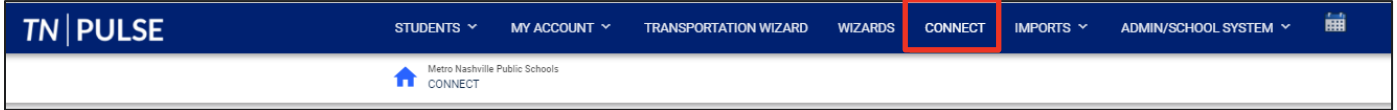
A modal will appear. You can filter by action date, school, grade, etc. Click **View Results.**
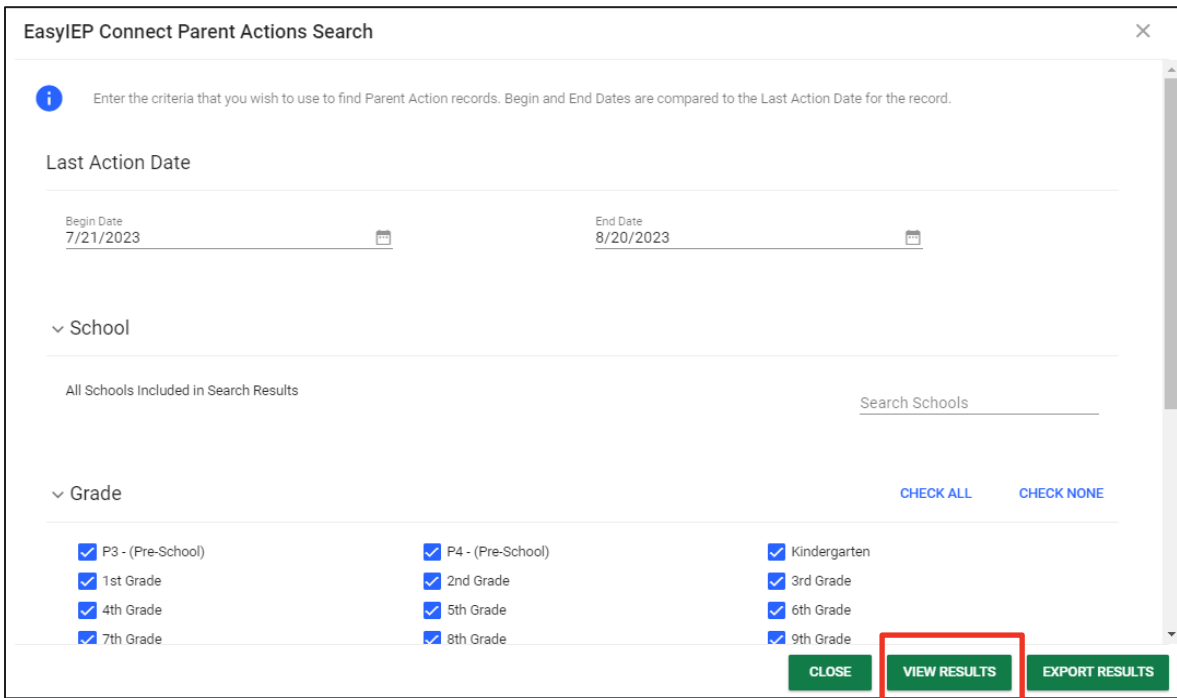
A list of Parent Actions will appear. Click the blue tabs at the top to view actions that are **Errors, New**, **Outstanding**, or **Complete.** The date in which the document was officially signed by the parent will display in the **Date Completed** column.

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