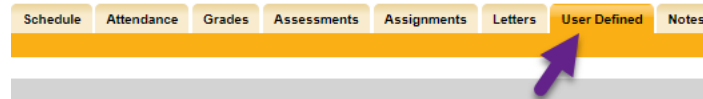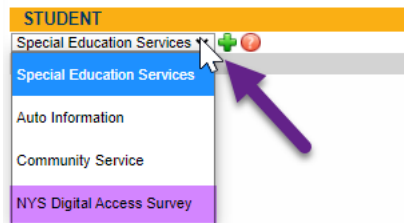# Digital Access Survey

Summary: SchoolTool has added the **Digital Access Survey** to the User Defined area within the student record. Parents will have the ability to complete the survey as permitted.

To complete the survey

1. Select your student and navigate to the **User Defined** tab.
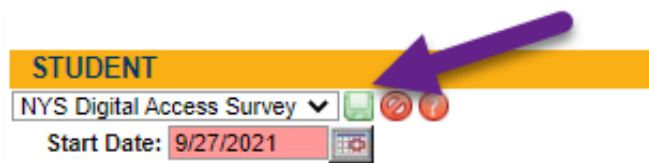

2. Select **NYS Digital Access Survey** from the dropdown and click the green plus (**Add**) icon.

3. Answer all questions, as is required. The **Start Date** is the date the survey is taken. The **End Date** is not required.

4. Once complete, select the **Save** icon.

5. To return later to complete, select the **Edit** icon.