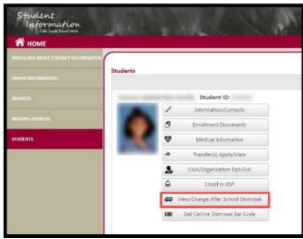


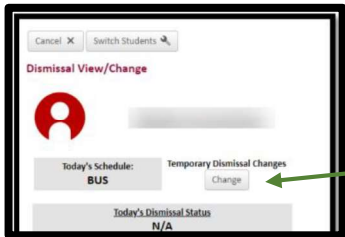
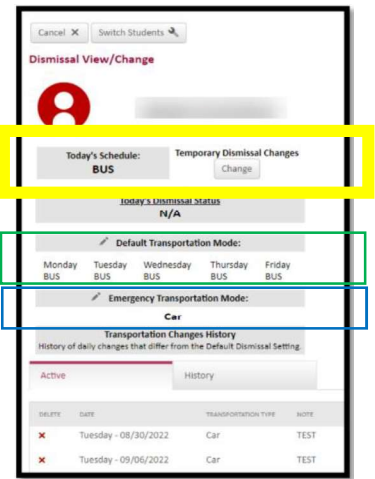
How to Make Short-Term/Temporary Dismissal Changes

1. After logging into ParentVue, please navigate to “View/Change After School Dismissal”.



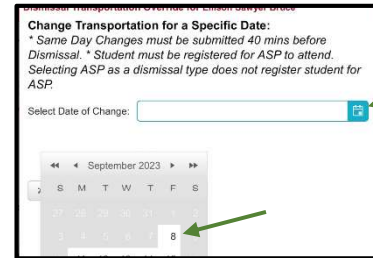
2. At the “Dismissal View/Change Window”, notice three sections: Temporary Dismissal Changes, Default and Emergency Transportation.

Note: Default and Emergency Transportation does not change.

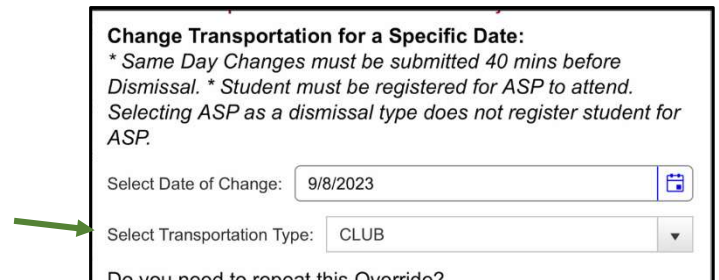


3. To make a dismissal change for your student, Please use the **Temporary Changes** Section. Click the “Change” button in the **Temporary Section**.

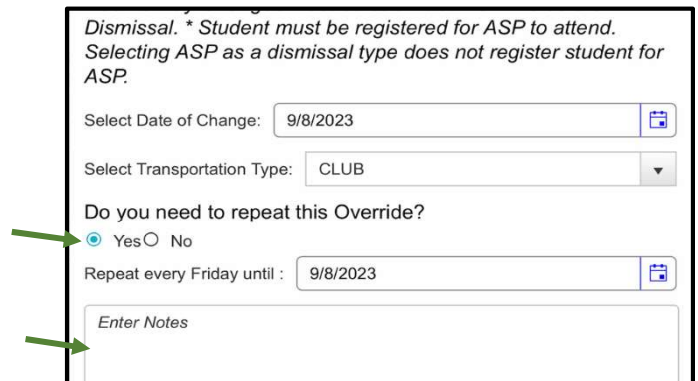
4. Click the Calendar then choose the day you wish to change.



5. Tap the drop down button for “Select Transportation Type” and choose the new transportation. If this is for a club, scroll down the list to choose the exact club.



6. If you are changing transportation due to a club, it is important to complete the next two steps. Select Yes to “repeat this Override?”.



7. In the Notes section, please type anything you wish your child’s teacher to know regarding the dismissal change (ex: if you wish your child to go to ASP or if they will be a car rider).

8. Click “Save”

