How to Make Short-Term/Temporary Dismissal Changes

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



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





Change Transporta * Same Day Change Dismissal. * Student Selecting ASP as a o ASP.	tion for a Specific Date: Is must be submitted 40 min must be registered for ASP dismissal type does not regis	ns before to attend. ster student for
Select Date of Change:	9/8/2023	
Select Transportation Ty	pe: CLUB	•
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Select Date of Change: 9/	8/2023	6
Select Transportation Type:	CLUB	
Do you need to repeat t	his Override?	
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