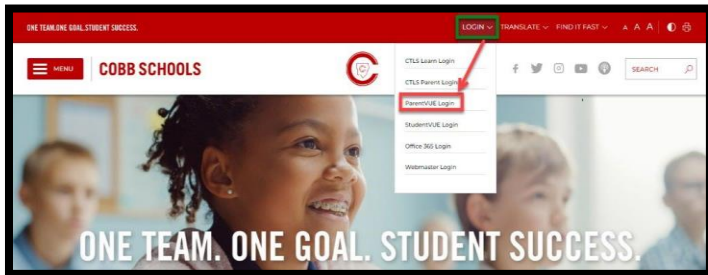


All parents signing up for their children to participate in one of the numerous exciting club opportunities at King Springs Elementary will need to change their child's dismissal type through the enrolling adult's ParentVue account.

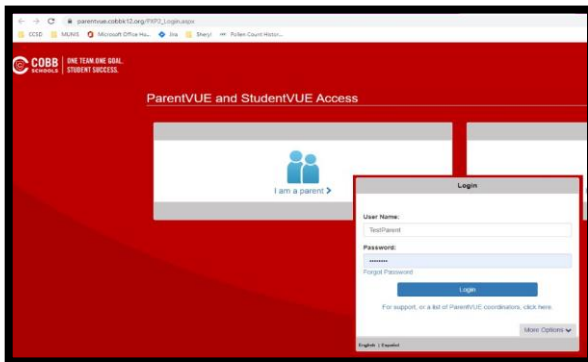
**Clubs cannot be chosen as a DEFAULT setting** for the goSafe Dismissal Statement. These changes will need to be entered as temporary dismissal changes. The good news is you can set up all the necessary date changes for each club for the entire semester at one time.

## How to Update/Change Student Dismissal

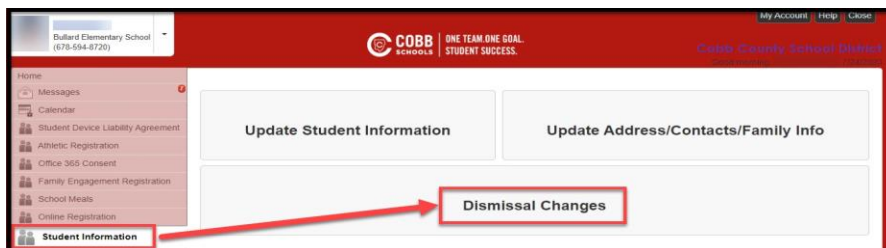
1. Login to ParentVue



2. Enter ParentVue User Name and Password

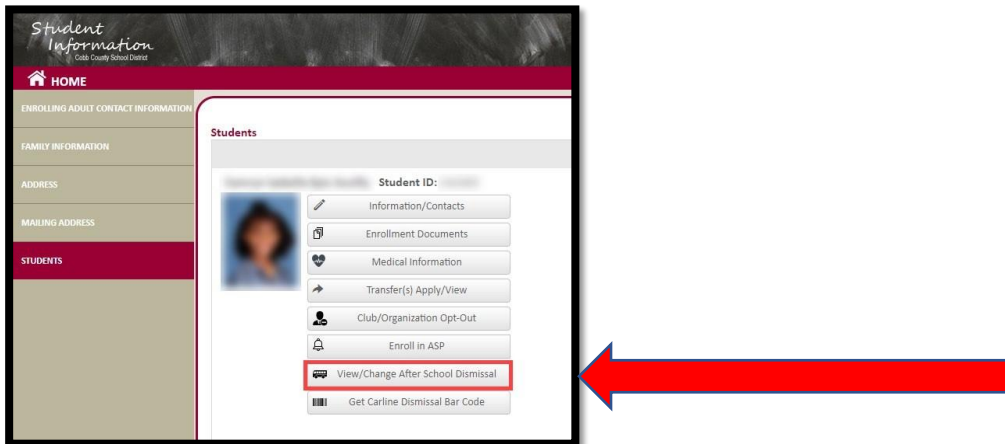


3. Select Student Information Dismissal Changes



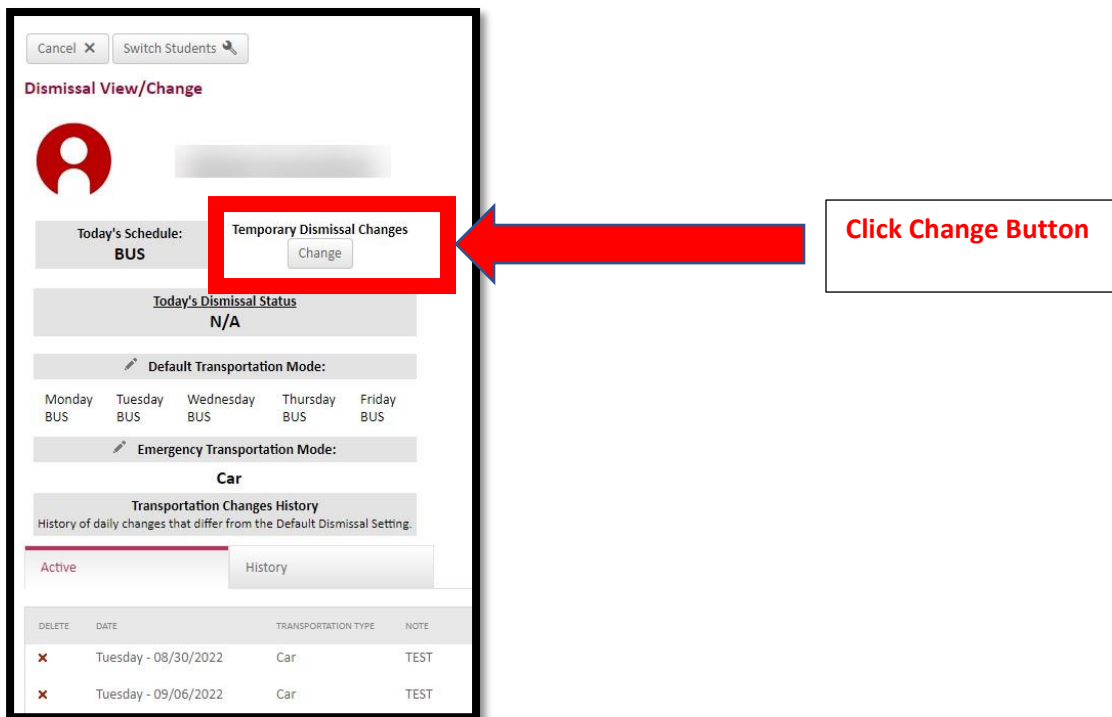
4. Select the View/Change Dismissal Icon

5.



6. Select the "Change" Button under Temporary Dismissal Charges

**\*\*Please note Same Day Changes must be submitted 40 minutes before Dismissal.\*\***



KSES GOSAFE DISMISSAL CHANGES FOR CLUBS

6. Enter the Date (click on the calendar button; the calendar will appear for you to select the start date)

Dismissal Transportation Override for

Change Transportation for a Specific Date:

\* Same Day Changes must be submitted 40 mins before Dismissal. \* Student must be registered for ASP to attend. Selecting ASP as a dismissal type does not register student for ASP.

Select Date of Change:



Click on Calendar and Choose Start Date

7. Choose Type: **Club**, Repeat: **Yes**, and **Last Date of Club**.

Enter Club Name in Enter Notes Box. Click **Save**

Dismissal Transportation Override for

Change Transportation for a Specific Date:

\* Same Day Changes must be submitted 40 mins before Dismissal. \* Student must be registered for ASP to attend. Selecting ASP as a dismissal type does not register student for ASP.

Select Date of Change:



Click Arrow and choose club

Select Transportation Type:



Click Arrow and choose club

Do you need to repeat this Override?

Yes  No

Choose Yes

Repeat every Monday until:



Click on Calendar and Final Club Day

Enter Notes

You will need to Repeat this process each day of the week you have a Club scheduled.

|                   | Monday    | Tuesday   | Wednesday | Thursday  | Friday    |
|-------------------|-----------|-----------|-----------|-----------|-----------|
| <b>Start Date</b> | 8/26/2024 | 8/27/2024 | 8/28/2024 | 8/29/2024 | 8/30/2024 |
| <b>End Date</b>   | 12/2/2024 | 12/3/2024 | 12/4/2024 | 12/5/2024 | 12/6/2024 |