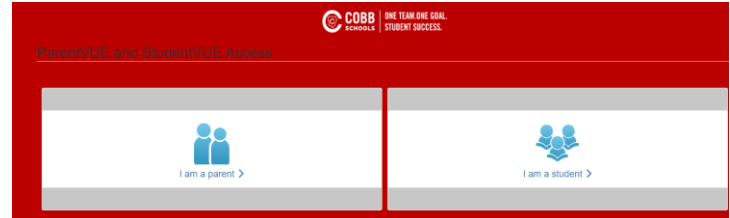
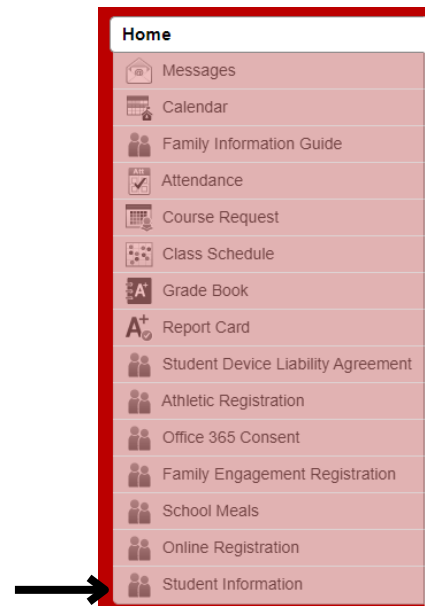


How to set Club dismissal

How your student goes home after club will be set up between the club and family.



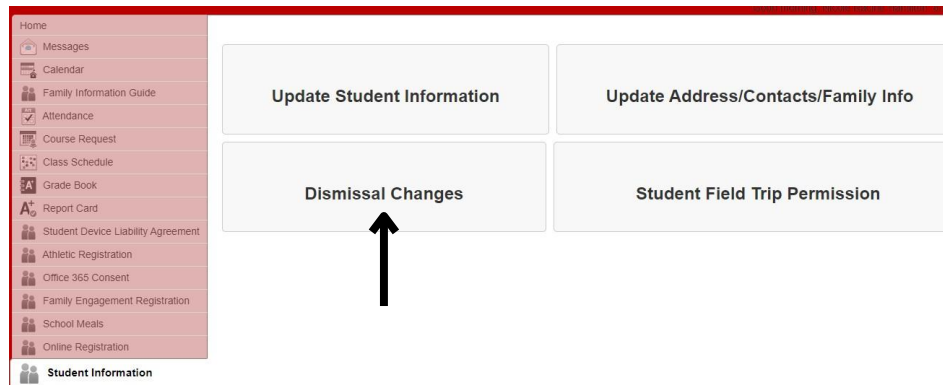
1. Log into ParentVue.
Select "**Student Information**"



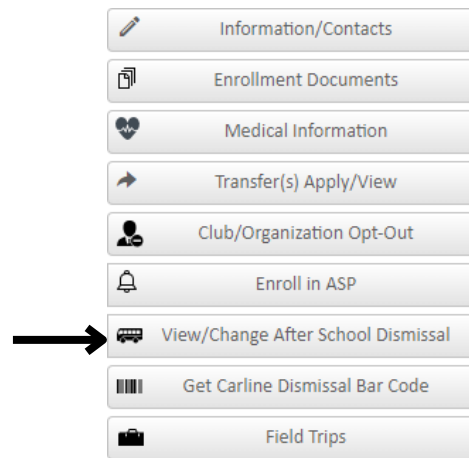
2. Click "**Dismissal Changes**" and a new window will open.

NOTE: Pop up blockers must be disabled.

If using your phone, the app is better than a website.

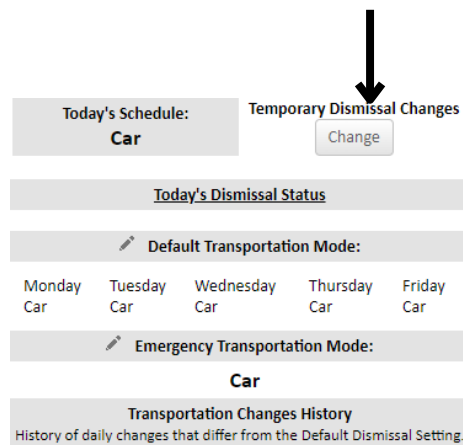


3. Click on "**View/ Change After School Dismissal**"



4. Click on "**Change**" under "Temporary Dismissal Changes" and a new window will open.

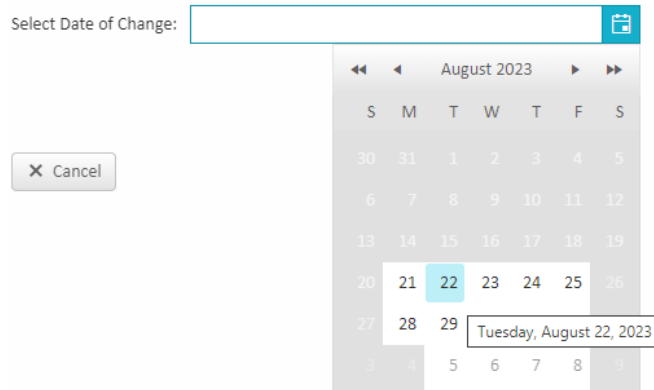
NOTE: Club is no longer a default option.



5. Select "Date of Change" to set the start date of the club.

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.*



6. Next, "**Select Transportation Type**" and select "**CLUB**".

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:

Select Transportation Type:

Do you need to repeat this Override?
 Yes No

Enter Notes

ASP
BUS
Car
CLUB
Off Campus Care

7. Select "**Yes**" for "**Do you need to repeat this Override?**"

Put in the end date of the club your student is in.

Optional: In the "Notes" section, you can put the name of the club your student is in.

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:

Select Transportation Type:

Do you need to repeat this Override?
 Yes No

Repeat every Wednesday until:

Sci Club

| S | M | T | W | T | F | S |
|----|----|----|----------------------------|----|----|----|
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | Tuesday, December 05, 2023 | | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

Dismissal Setting

8. When you've completed the club changes, the dates should be listed under "Active".

If there is a day your student will NOT be attending club, you can delete the temporary dismissal by clicking on the red X. You may also go back in and do a different temporary override for that day if you needed something other than your default.

The screenshot displays a user interface for managing student transportation. At the top, it shows 'Today's Schedule: Car' and 'Temporary Dismissal Changes' with a 'Change' button. Below this is a section for 'Today's Dismissal Status'. The 'Default Transportation Mode:' is set to 'Car' for all days of the week (Monday through Friday). The 'Emergency Transportation Mode:' is also set to 'Car'. A 'Transportation Changes History' section is visible, showing a list of changes with columns for 'DELETE', 'DATE', 'TRANSPORTATION TYPE', and 'NOTE'. The 'DELETE' column contains red 'X' icons for each entry. The 'DATE' column lists dates from 08/23/2023 to 11/29/2023. The 'TRANSPORTATION TYPE' is 'CLUB' for all entries, and the 'NOTE' is 'Sci Club'.

| DELETE | DATE | TRANSPORTATION TYPE | NOTE |
|--------|------------------------|---------------------|----------|
| X | Wednesday - 08/23/2023 | CLUB | Sci Club |
| X | Wednesday - 08/30/2023 | CLUB | Sci Club |
| X | Wednesday - 09/06/2023 | CLUB | Sci Club |
| X | Wednesday - 09/13/2023 | CLUB | Sci Club |
| X | Wednesday - 09/20/2023 | CLUB | Sci Club |
| X | Wednesday - 10/04/2023 | CLUB | Sci Club |
| X | Wednesday - 10/11/2023 | CLUB | Sci Club |
| X | Wednesday - 10/18/2023 | CLUB | Sci Club |
| X | Wednesday - 10/25/2023 | CLUB | Sci Club |
| X | Wednesday - 11/01/2023 | CLUB | Sci Club |
| X | Wednesday - 11/08/2023 | CLUB | Sci Club |
| X | Wednesday - 11/15/2023 | CLUB | Sci Club |
| X | Wednesday - 11/29/2023 | CLUB | Sci Club |

9. The teacher sees when there is an override. The dot indicates the student's default dismissal and a timestamp appears when the change occurred.

The screenshot shows a notification or status bar. On the left, there is a blacked-out area. To its right, the text 'Updated: 8/21/2023 12:26:00 PM' is displayed. Further right is an orange square icon with a white circle and a pencil, labeled 'CLUB'. To the far right is a blue circular indicator.

10. When clubs have ended, the student's transportation automatically goes back to their default.