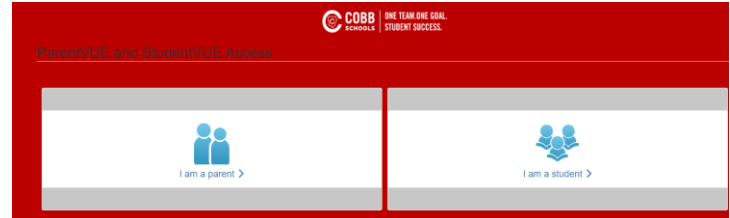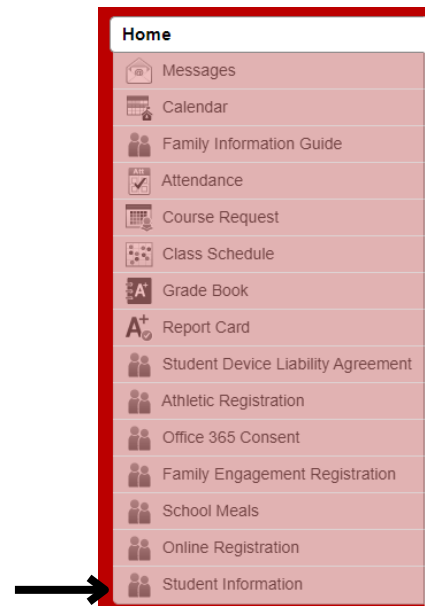# How to set Club dismissal

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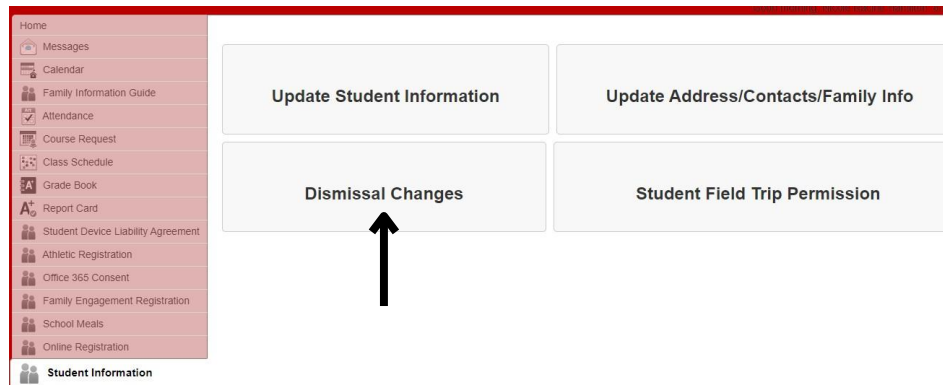


1. Log into ParentVue.
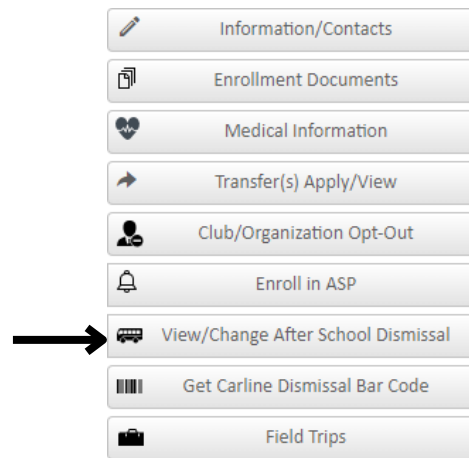   Select "**Student Information**"



---

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

**NOTE**: Pop up blockers must be disabled.

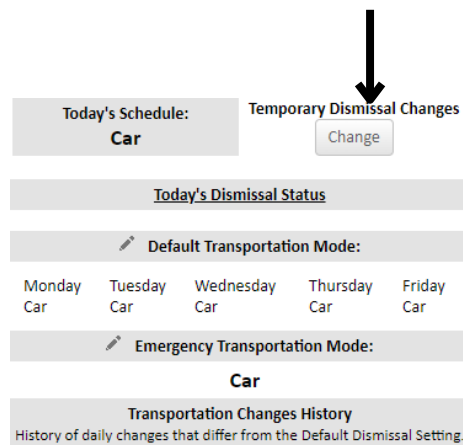If using your phone, the app is better than a website.

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

| | |
|---|---|
| ✏ | Information/Contacts |
| ▤ | Enrollment Documents |
| ❤ | Medical Information |
| → | Transfer(s) Apply/View |
| 👤 | Club/Organization Opt-Out |
| 🔔 | Enroll in ASP |
| 🚌 | View/Change After School Dismissal |
| IIII | Get Carline Dismissal Bar Code |
| 💼 | Field Trips |

4. Click on "**Change"** under "Temporary Dismissal Changes" and a new window will open.
NOTE: Club is no longer a default option.

| Today's Schedule: **Car** | Temporary Dismissal Changes [Change] |
|---|---|

**Today's Dismissal Status**

✏ **Default Transportation Mode:**

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| Car | Car | Car | Car | Car |

✏ **Emergency Transportation Mode:**

**Car**

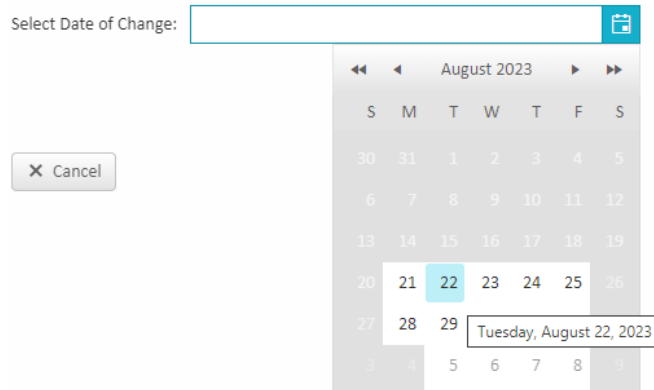**Transportation Changes History**
History of daily changes that differ from the Default Dismissal Setting.

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.*

Select Date of Change: [_____] 📅

✖ Cancel

| ◀◀ | ◀ | August 2023 | ▶ | ▶▶ |
|---|---|---|---|---|

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | Tuesday, August 22, 2023 | | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

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



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.

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.

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

Updated: 8/21/2023 12:26:00 PM

CLUB

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