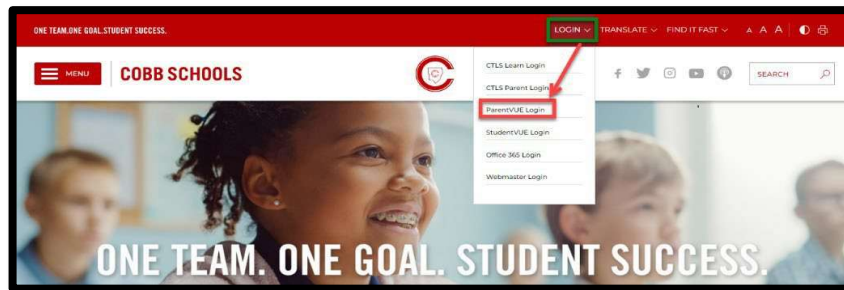


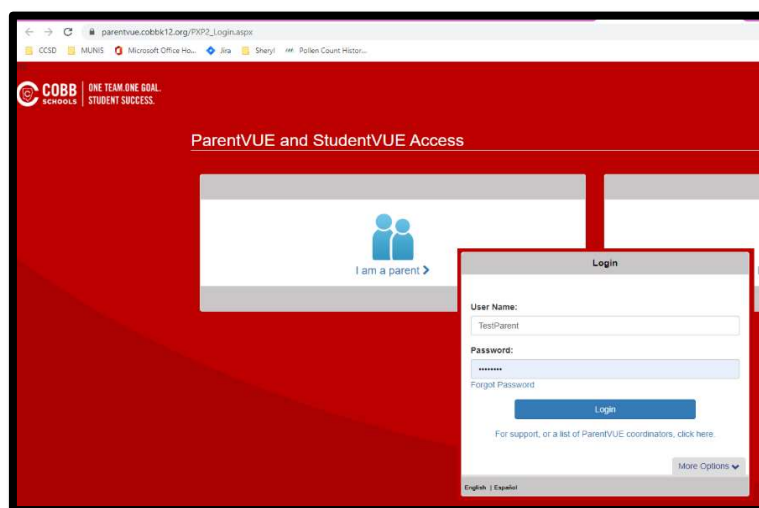
Student Dismissal User Guide

How to Update/Change Student Dismissal

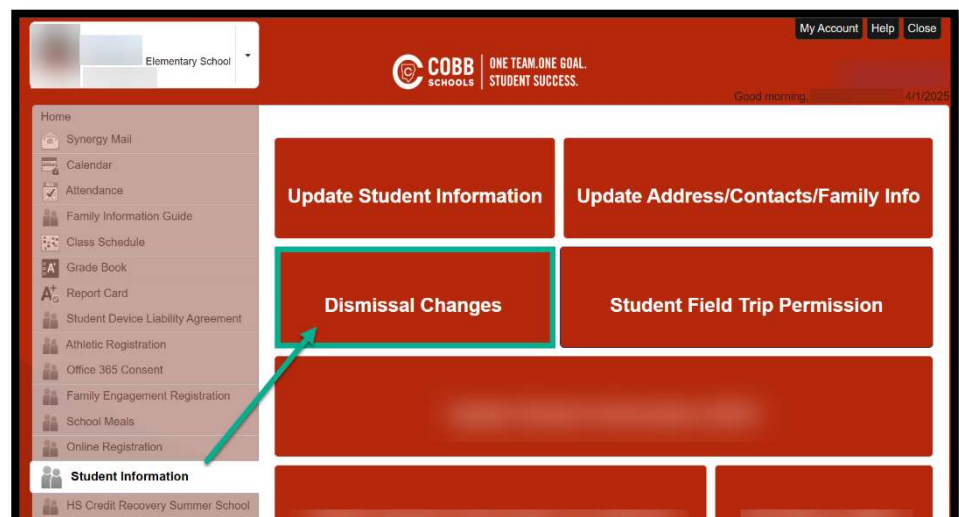
1. Login to ParentVue



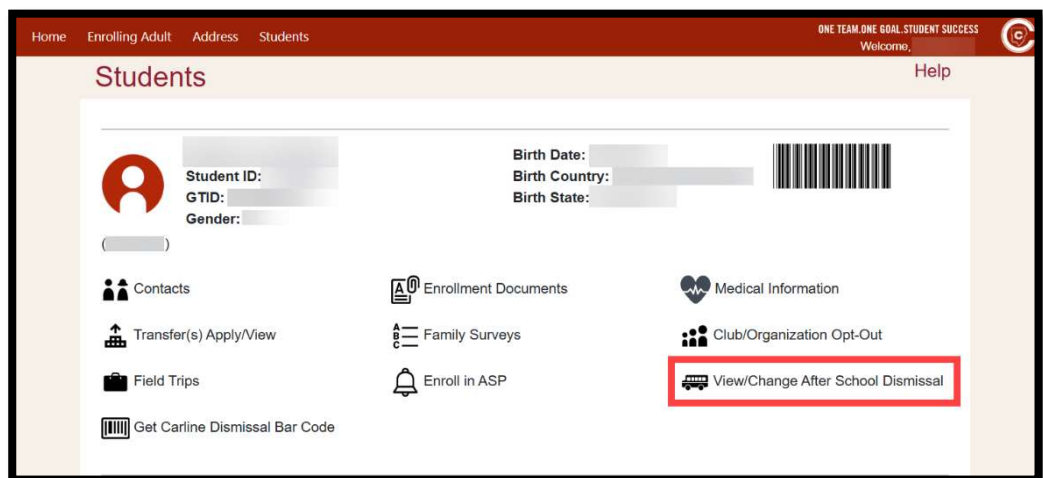
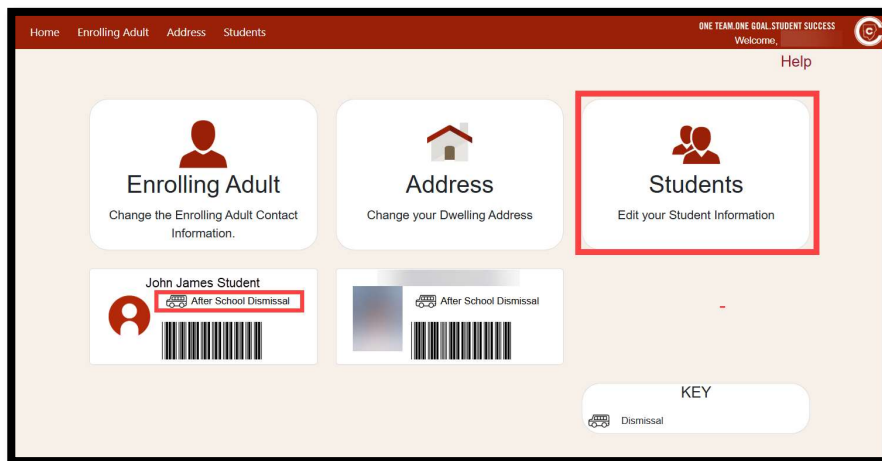
2. Enter ParentVue User Name and Password



3. Select Student Information → Dismissal Changes



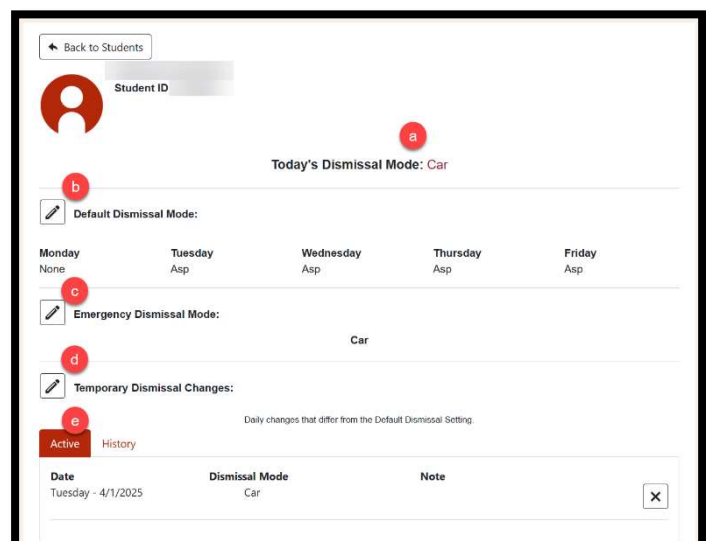
4. Select the View/Change Dismissal Icon



5. Dismissal View/Change screen allows the enrolling adult to view:

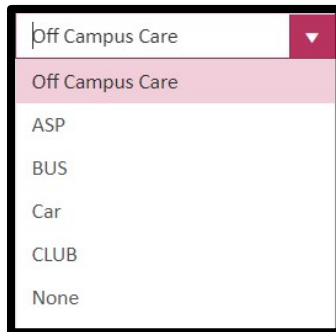
- View Today's Dismissal Mode
- Set Default Dismissal Mode
- Set Emergency Dismissal Mode
- Set Temporary Dismissal Changes
- View Dismissal Changes History

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



Note on Dismissal Types

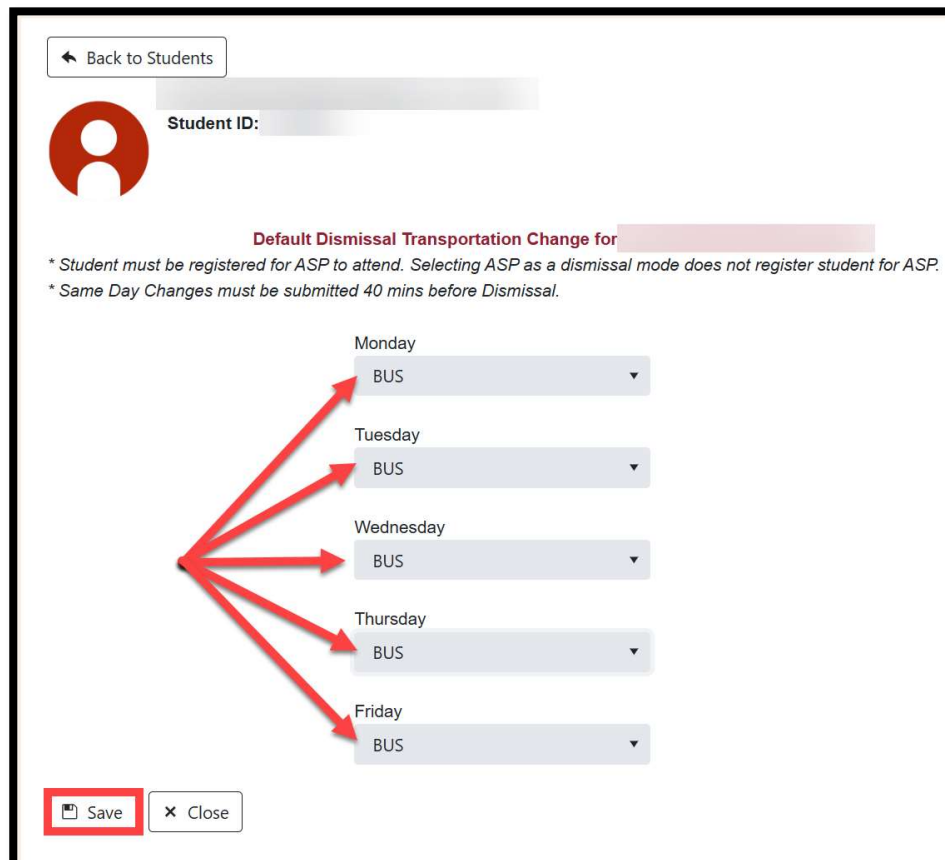
Dismissal types are shown in the screenshot below. 'Off Campus Care' programs (i.e., Primrose, Dae Han, etc.) are programs that pick your child up from school and transport them to their facility. The CLUB dismissal type should be selected for On Campus clubs (i.e., Kids Chess, Tennis Club, Art Club, etc.). During the selection process, you will be able to designate where your child will be dismissed from Club (CLUB-ASP or CLUB-Car). The Club dismissal type is only available for Temporary dismissals.



A screenshot of a dropdown menu for selecting a dismissal type. The menu is open, showing the following options: Off Campus Care (highlighted in pink), ASP, BUS, Car, CLUB, and None. The dropdown is triggered by a red arrow icon on the right side of the 'Off Campus Care' text.

Default Transportation Mode Changes

- To make changes to the student's default transportation mode, select the pencil icon adjacent to 'Default Transportation Mode', select the daily transportation mode from the drop-down menu, and click 'Save'. The Default Transportation Mode can be changed as often as the enrolling adult requires.



A screenshot of the 'Default Dismissal Transportation Change' form for a student. The form includes a 'Back to Students' button, a student profile icon, and a 'Student ID' field. Below the title, there are two asterisked notes: '* Student must be registered for ASP to attend. Selecting ASP as a dismissal mode does not register student for ASP.' and '* Same Day Changes must be submitted 40 mins before Dismissal.' The main section contains five days of the week (Monday through Friday), each with a dropdown menu currently set to 'BUS'. Red arrows point from a single point on the left to each of the five dropdown menus. At the bottom left, there are 'Save' and 'Close' buttons, with the 'Save' button highlighted by a red box.

Emergency Transportation Mode Changes

- To make changes to the student's emergency transportation mode, select the pencil icon adjacent to 'Emergency Transportation Mode,' select the emergency transportation mode from the drop-down menu, and click 'Save.' Emergency Transportation Modes include BUS, CAR, WALKER & NONE only.

The screenshot shows the 'Students' section of the ParentVue interface. A red arrow points to the 'Emergency Transportation Change for' header. Another red arrow points to the 'Emergency Dismissal Mode' dropdown menu, which currently shows 'BUS'. A third red arrow points to the 'Save' button, which is highlighted with a red box. A 'Close' button is also visible.

Temporary Dismissal Changes

- To make temporary dismissal changes (i.e., modify same-day dismissal type, a future day, or a series of days), click the 'Change' button to enter transportation updates. Click 'Save'. Temporary Dismissal Changes are used to change the dismissal type for a specific date or recurring dismissal (i.e., short-term change for a weekly Club). For a long-term change, the Default Transportation Mode should be updated.

The screenshot shows the 'Dismissal Mode Override' form in the ParentVue interface. A red arrow points to the 'Select Date of Change' dropdown menu, which shows '04/04/2025'. Another red arrow points to the 'Select Dismissal Mode' dropdown menu, which shows 'ASP'. A third red arrow points to the 'Do you need to repeat this Override?' radio button, which is currently set to 'NO'. The 'Save' button is highlighted with a red box. The form also includes a 'Back to Students' button and a 'Help' link.