Student Dismissal User Guide
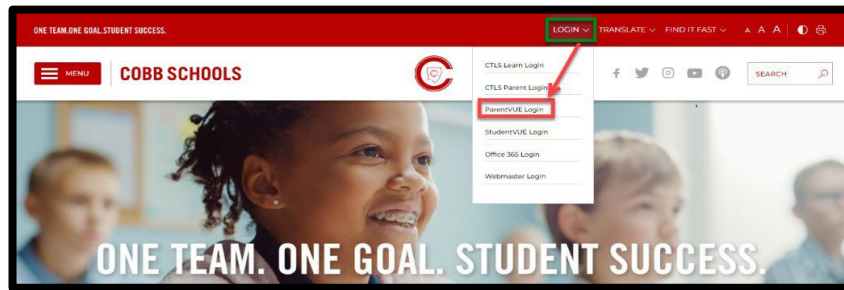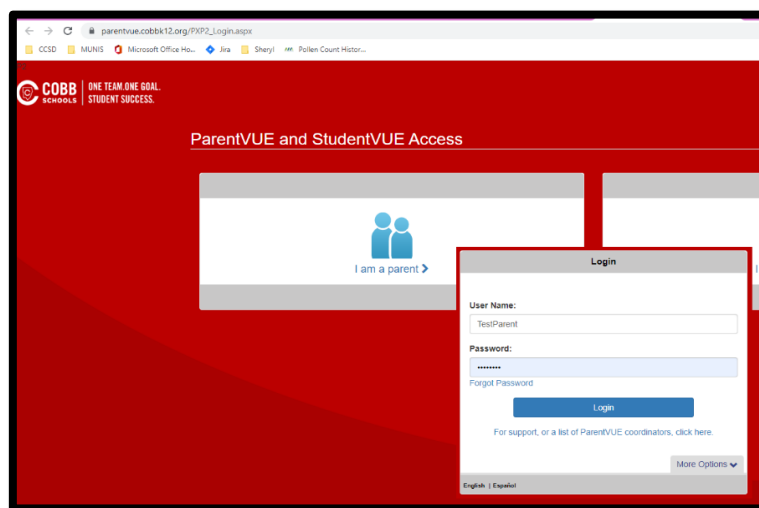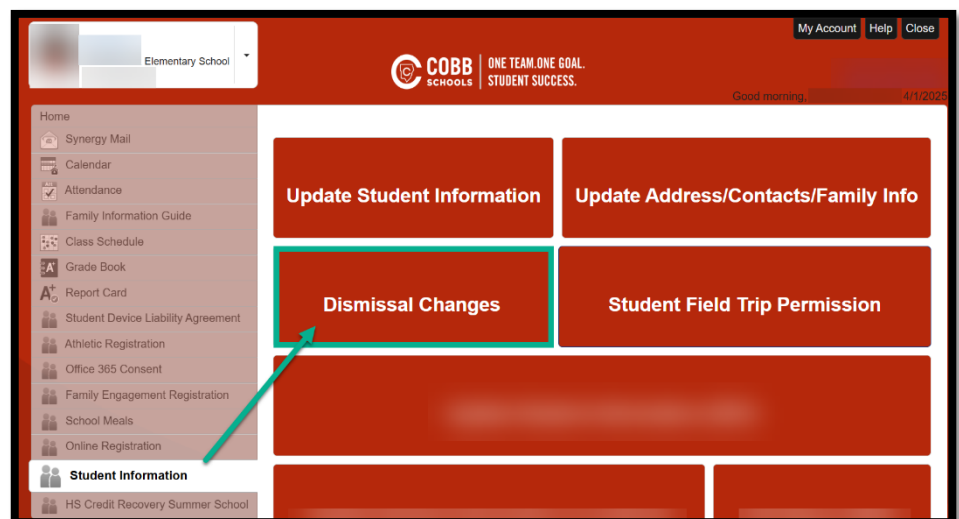
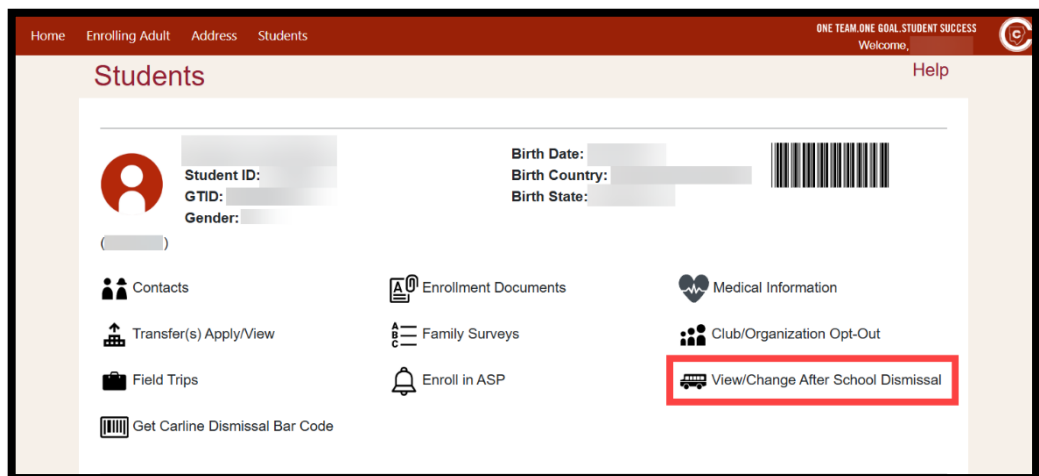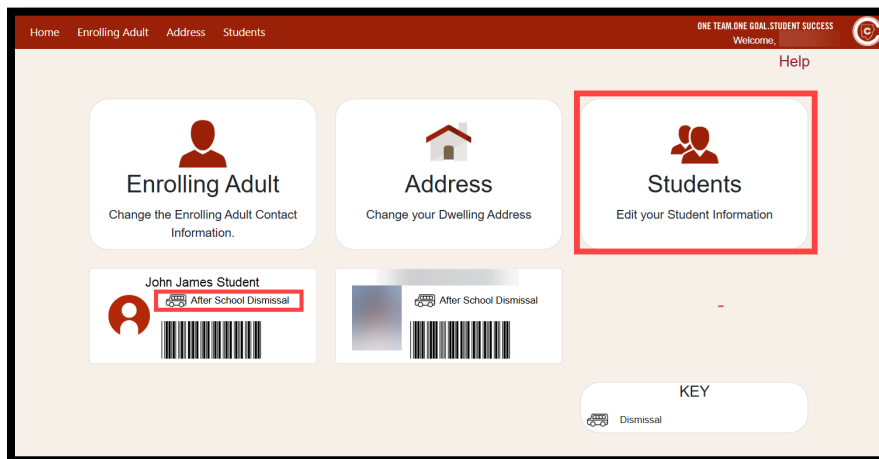## How to Update/Change Student Dismissal

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:
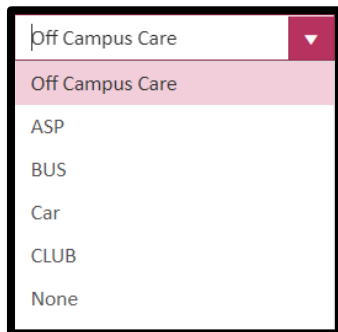   a. View Today's Dismissal Mode
   b. Set Default Dismissal Mode
   c. Set Emergency Dismissal Mode
   d. Set Temporary Dismissal Changes
   e. View Dismissal Changes History

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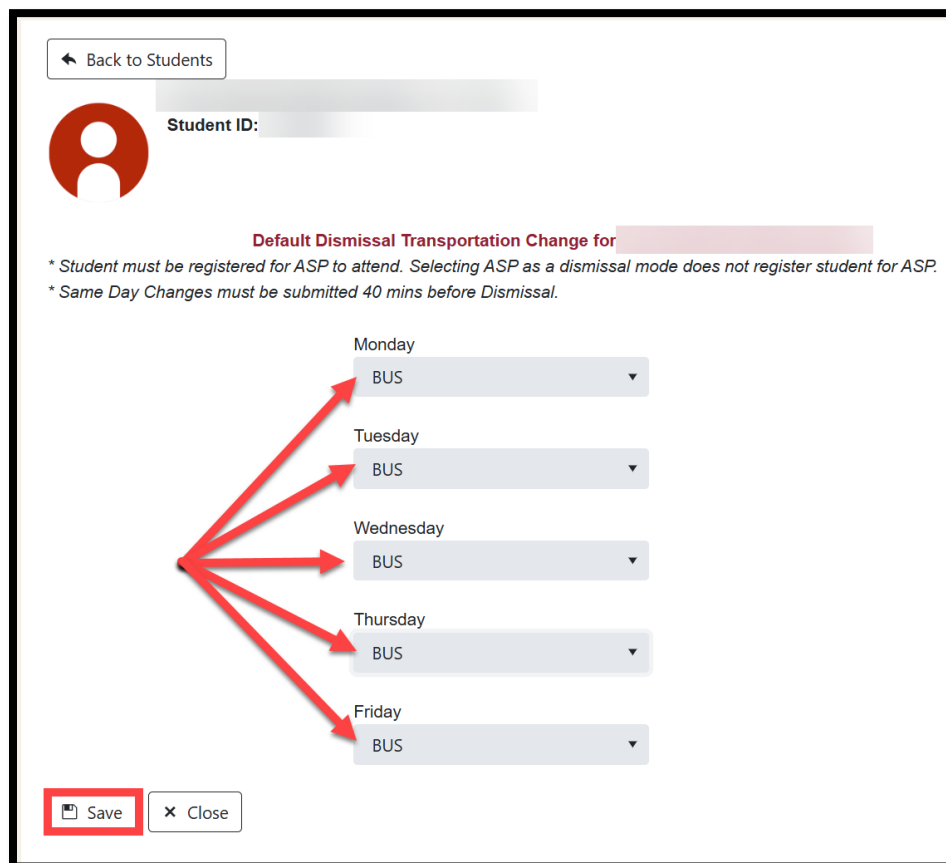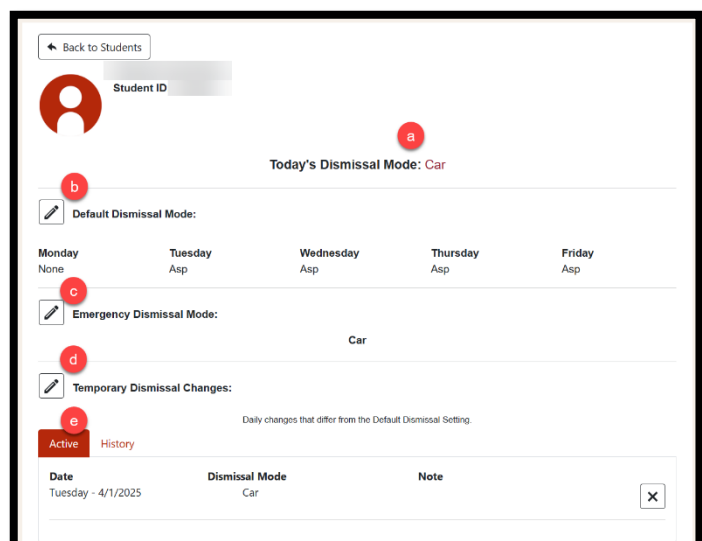
Note on Dismissal Types

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.

Default Transportation Mode Changes

6. 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.

Emergency Transportation Mode Changes

7. 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.

Temporary Dismissal Changes

8. 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.

Dismissal Bar Code

9. Click on "Get Carline Dismissal Bar Code" icon to view bar code or share bar code. By sharing this bar code, the Enrolling Adult actively gives Release To permission to another adult.