

Administration Instructions

The daily management of student dismissals is an important area of administration. KIDaccount provides a simple interface that allows you to set the default and daily dismissal method as well as set up individual student dismissal schedules.

If you have your School Information System (SIS) set up to sync, KIDaccount will automatically import your SIS data each night. KIDaccount data is simply a reflection of your SIS data. Therefore, KIDaccount is only as accurate as your SIS. Please contact your SIS or Transportation administrator if you find any dismissal related issues.

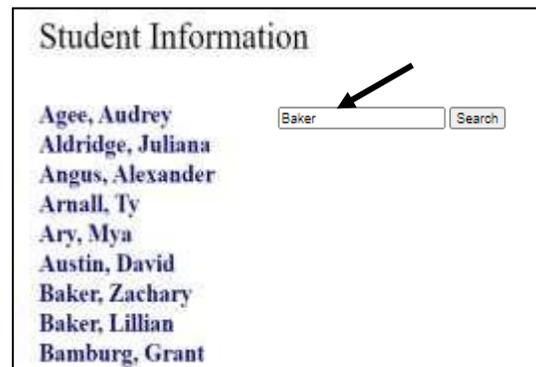
The student profile area is only available to those authorized staff members with an “Administrator” role. There are also some advanced options that are discussed in another document.

This area displays all the information about each student and allows you to add or modify their dismissal method, add pick up people, and create schedules. This area is only available to those with an “Administrator” role.

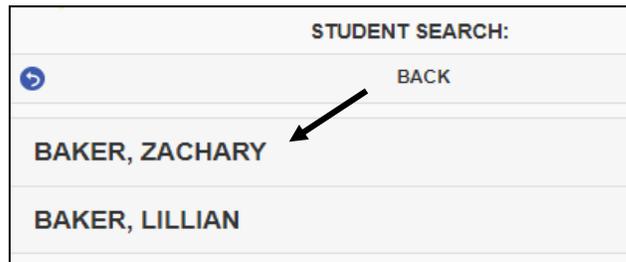
These instructions include:

- 1) An overview of the Student Profile page.
- 2) Mark a student absent.
- 3) Change a dismissal daily method via the Calendar.
- 4) Create a Student Schedule
- 5) Add or modify a Pick-Up Person (PUP)

- 1) **Student Profile Page.** Begin typing the Student’s last name in the search box and select Search.

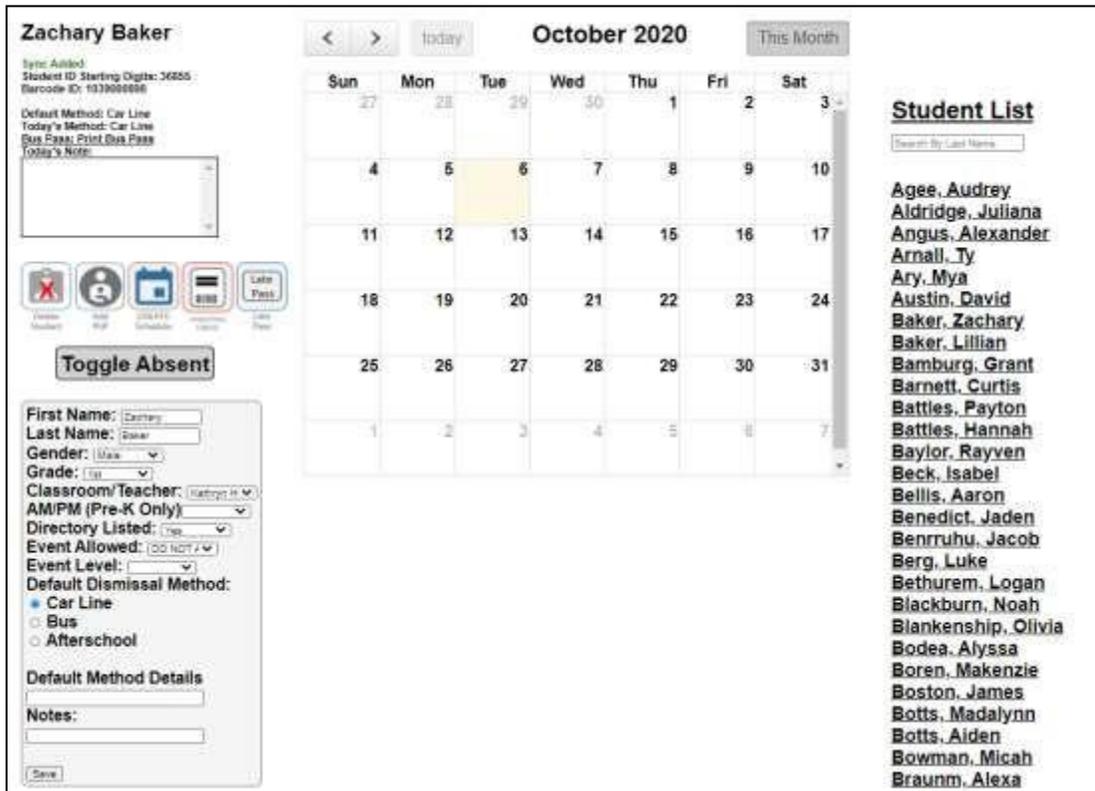


Select the appropriate name from the list to display that student’s profile.



Administration Instructions

The Student Profile Page contains the student information on the left, a Calendar for schedules in the center, and a list of all the students on the right.



Zachary Baker

Sync Added
 Student ID Starting Digits: 36855
 Barcode ID: 1039000898

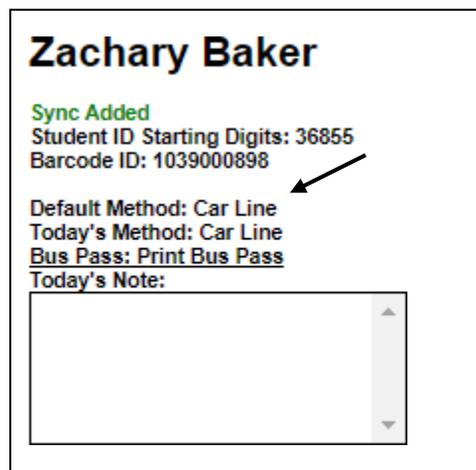
Default Method: Car Line
 Today's Method: Car Line
[Bus Pass: Print Bus Pass](#)
 Today's Note:

Calendar: October 2020 (Today: Tue, Oct 6)

Student List

- Agee, Audrey
- Aldridge, Juliana
- Angus, Alexander
- Arnall, Ty
- Ary, Mya
- Austin, David
- Baker, Zachary
- Baker, Lillian
- Bamburg, Grant
- Barnett, Curtis
- Battles, Payton
- Battles, Hannah
- Baylor, Rayven
- Beck, Isabel
- Bellis, Aaron
- Benedict, Jaden
- Benrruhu, Jacob
- Berg, Luke
- Bethurem, Logan
- Blackburn, Noah
- Blankenship, Olivia
- Bodea, Alyssa
- Boren, Makenzie
- Boston, James
- Botts, Madalynn
- Botts, Aiden
- Bowman, Micah
- Braunm, Alexa

The upper left portion displays the starting digits of the student's ID, their bar code number, as well as the current and default dismissal methods. As we can see below, Zachary's default dismissal method is the Car Line and today's dismissal method is the Car Line.



Zachary Baker

Sync Added
 Student ID Starting Digits: 36855
 Barcode ID: 1039000898

Default Method: Car Line
 Today's Method: Car Line
[Bus Pass: Print Bus Pass](#)
 Today's Note:

Administration Instructions

The middle portion of the screen displays buttons that allow you to:

- Delete a student
- Add or modify a Pick-Up Person (PUP)
- Create a schedule for the student
- Print a temporary Parent Pick Up Bar Code tag
- Create a late pass for the student
- Mark the student as absent.



The bottom portion displays the school information system (SIS) data and allows you to change the default dismissal method. NOTE: If you are automatically syncing with your SIS each night, please make all changes in your SIS. This will automatically update KIDaccount each morning.

First Name:
Last Name:
Gender:
Grade:
Classroom/Teacher:
AM/PM (Pre-K Only):
Directory Listed:
Event Allowed:
Event Level:
Default Dismissal Method:
 Car Line
 Bus
 Afterschool
Default Method Details

Notes:

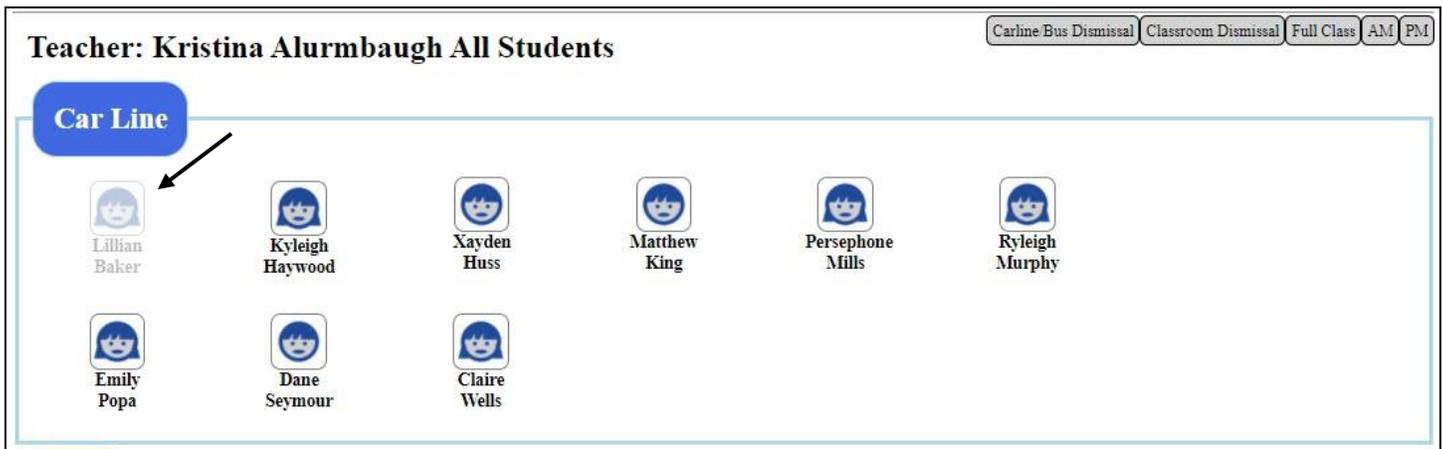
Administration Instructions

- 2) **Mark A Student Absent.** A student may be marked absent from the Student Profile page or a teacher may also mark a student absent on their Teacher page, if allowed. The Toggle Absent button is a toggle that allows you to mark a student absent or remove the absent status in the event a student arrives late.

To mark a student absent select the Toggle Absent button and Today's Dismissal Method will change to Absent.



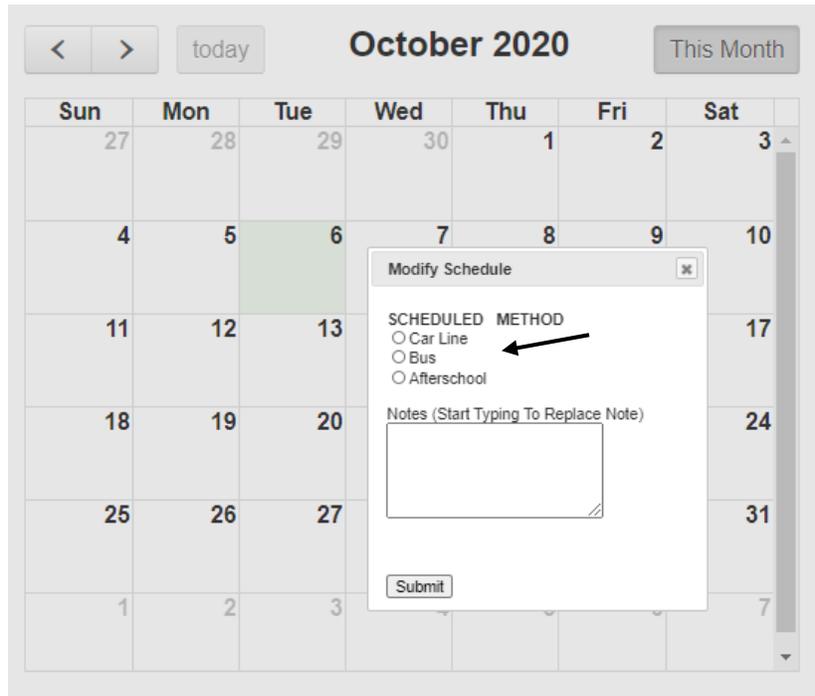
The student's caricature will also be grayed out on the teachers display.



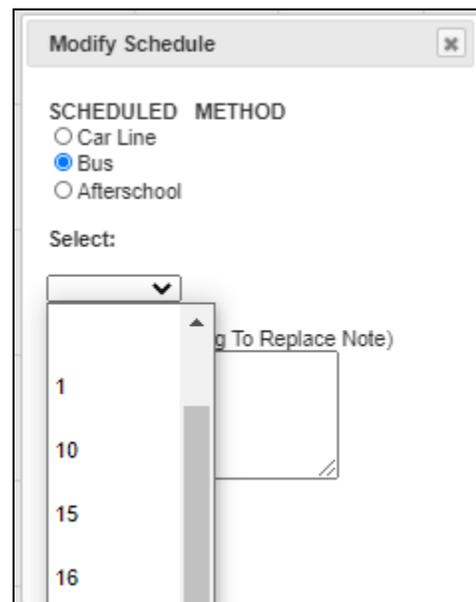
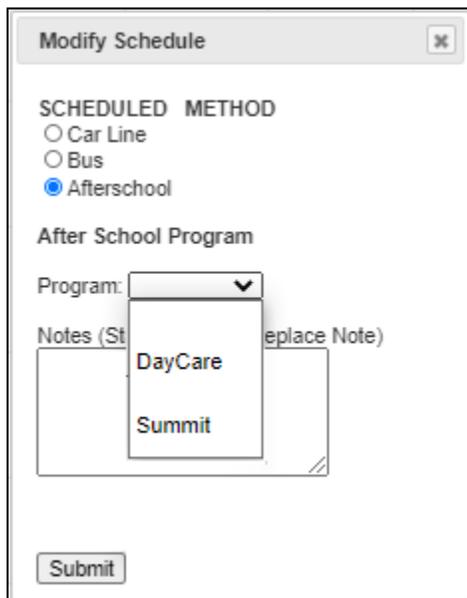
To remove the absent status, simply select the Toggle Absent button a second time.

Administration Instructions

- 3) **Change a Student's Dismissal Method.** Simply select the appropriate date on the calendar. Choose the new method in the pop-up window by selecting one of the radio buttons for Car Line, Bus or Afterschool.

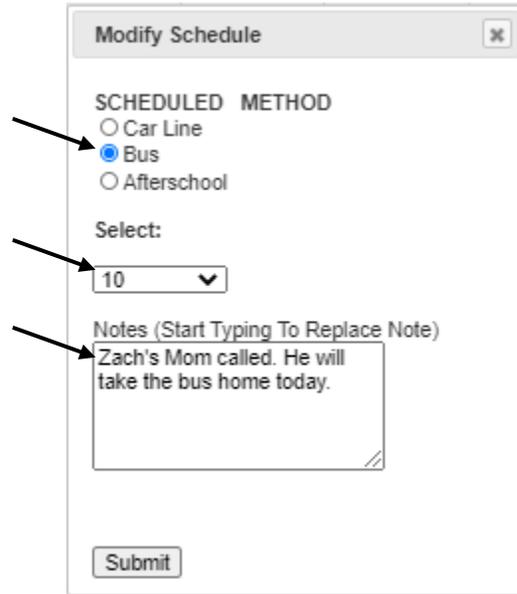


Choosing Bus or Afterschool will then display a drop-down with options for a bus number or Afterschool program.



Administration Instructions

For this example, we will choose Bus and then select bus number 10 from the drop-down, add a note and select Submit to save your changes.



Modify Schedule

SCHEDULED METHOD

Car Line

Bus

Afterschool

Select:

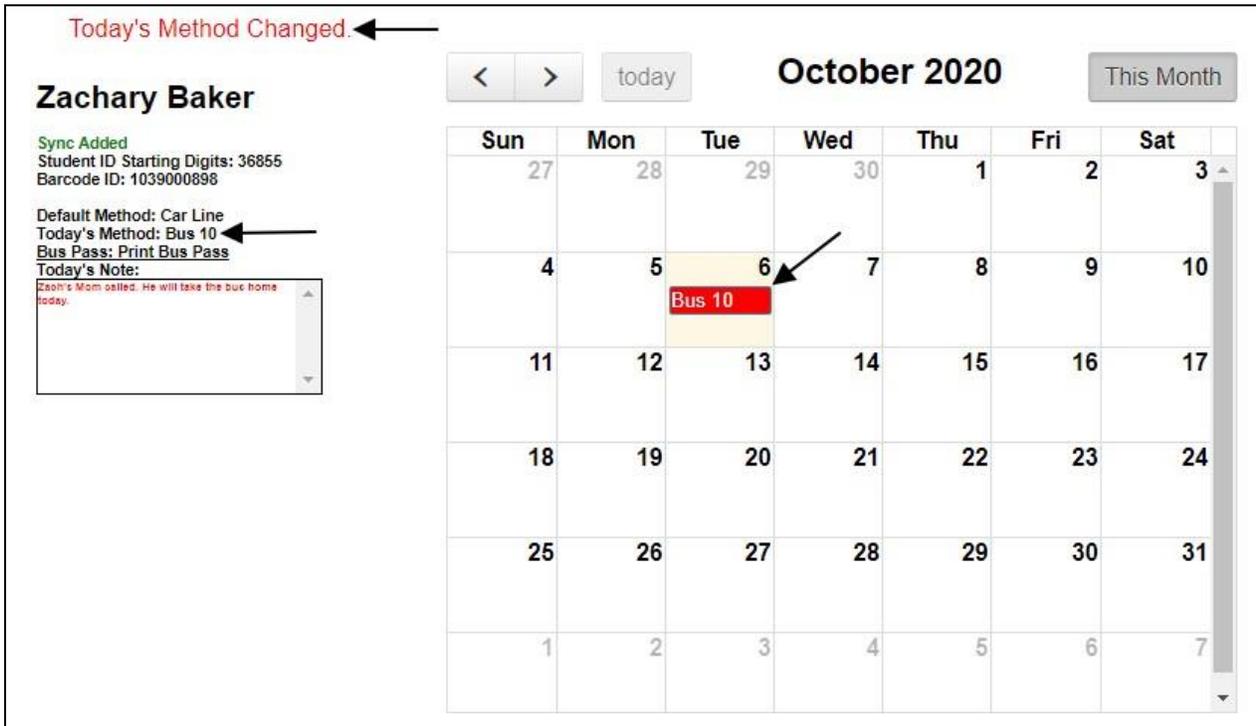
10

Notes (Start Typing To Replace Note)

Zach's Mom called. He will take the bus home today.

Submit

A warning alert appears at the top of the page, today's dismissal method is updated, and the change will be displayed in red on the calendar.



Today's Method Changed.

Zachary Baker

Sync Added
Student ID Starting Digits: 36855
Barcode ID: 1039000898

Default Method: Car Line
Today's Method: Bus 10
Bus Pass: [Print Bus Pass](#)
Today's Note:
Zach's Mom called. He will take the bus home today.

< > today **October 2020** This Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6 Bus 10	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Administration Instructions

The change will also be displayed on the teacher page. The modification will be displayed in Red. Select the red circle icon to display the note.



KIDaccount also makes the appropriate changes on the daily Bus Manifest to alert the driver of a new rider on the bus today.

Manifest For Bus 10				
10/06/2020				
New On Bus Today				
Student Name	Bus Number	School	Dropped Off	Notes
Zachary Baker	10	Elementary School		Zach's Mom called. He will take the bus home today.
NOT On Bus Today				
Student Name	Bus Number	School	Dropped Off	Notes
Full Student Manifest Today				
Student Name	Bus Number	School	Dropped Off	Notes
Juliana Aldridge	10	Elementary School		
Zachary Baker	10	Elementary School		Zach's Mom called. He will take the bus home today.
Aiden Cooper	10	Elementary School		
Marcell Curl	10	Elementary School		
Ella Curl	10	Elementary School		
Justin Douglas	10	Elementary School		
Hurley Kiebach	10	Elementary School		
Justin Norris	10	Elementary School		

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- 4) **Add a Student Schedule.** Schedules may be added for dismissal methods or an afterschool program. For this example, we will use Micah Bowman. He has a default dismissal method of the Car Line, but he will need to take the bus home on Tuesdays and Thursdays for a few weeks.

To add a schedule, open the student profile page and select the Create Schedule button.



Enter the appropriate information in the pop-up window.

Add Advanced Schedule [X]

Schedule Name:

Highlight on Teacher Page

Schedule Start Date:

Schedule End Date:

Recurrence:
 Once
 Every Week
 Every Other Week

Day (Select One):
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday

SCHEDULED METHOD
 Car Line
 Bus
 Afterschool

Select:

Notes

Enter schedule name. This will appear on the calendar.

Enter the start and end date. In this case Micah will be taking the bus on Tuesdays and Thursdays during the month of November.

This activity will happen every week.

On Tuesdays and Thursdays

Instead of the Car Line he will ride the bus.

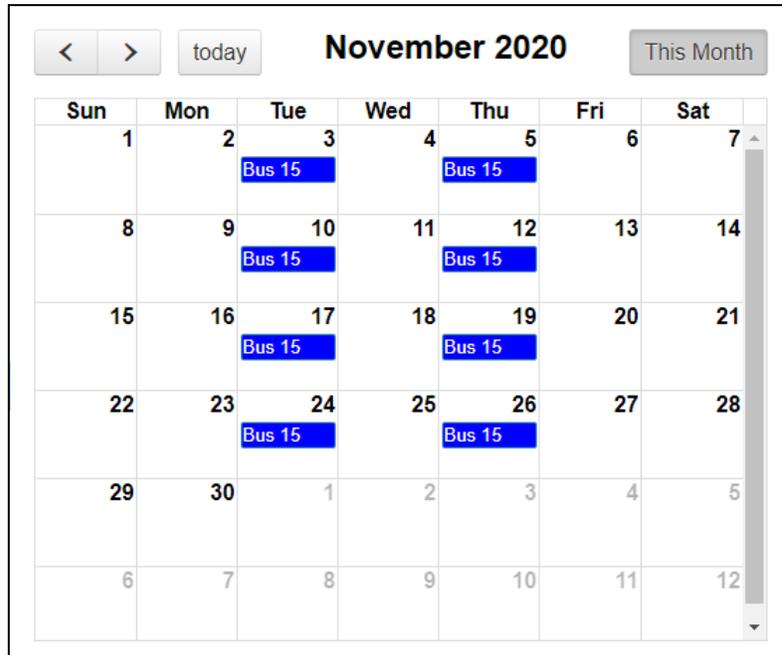
The bus number is 15.

A short note explains the changes.

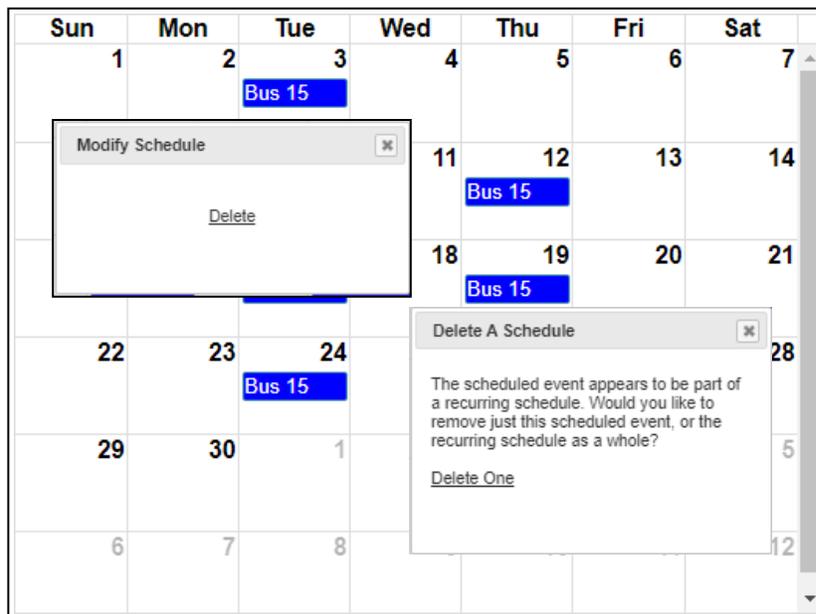
Select Submit to complete the schedule process.

The changes will be highlighted on the student calendar.

Administration Instructions



To delete a scheduled dismissal method, select the appropriate day and choose Delete in the pop-up window.



Multiple schedules may be added for each student. All changes will be displayed on the teacher's page.

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- 5) **Pick-Up Person (PUP) modifications.** This area offers a quick view of all the PUPS for each student. Note the Status may be approved, Unapproved or Banned. Banned PUP are those who are not allowed to pick up students. They will be highlighted in red when displayed in other areas of KIDaccount.

To view, add or modify a PUP, select the Add PUP Icon button.



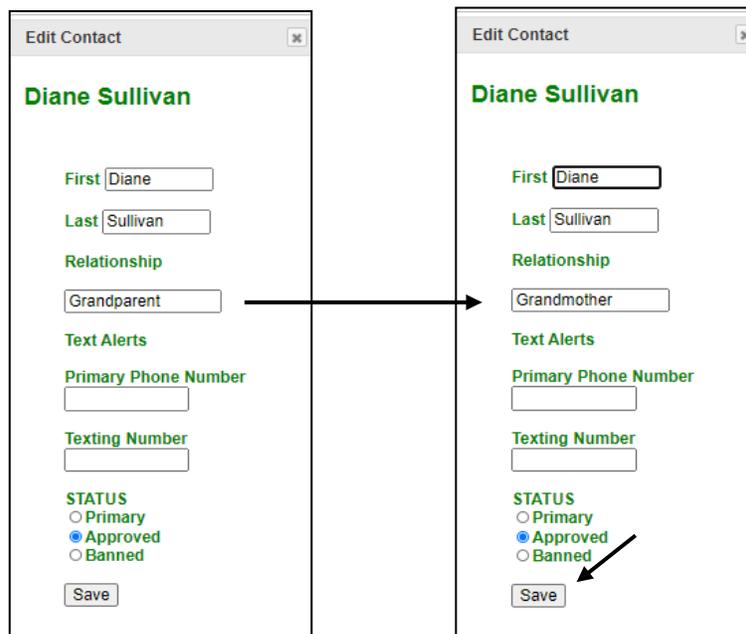
To modify a current PUP, select the blue edit icon on the right.

ADD PUP

Zachary Baker

Name	Relationship	Status	Main Contact Number	Send Texts To	Actions
Cheyenne Hubert	Mother	Approved			
John Hullett	Father	Approved			
Ginny Hullett	Grandmother	Approved			
Cara Sullivan	Grandparent	Approved			
Diane Sullivan	Grandparent	Approved			
Jack Hullett	Grandparent	Approved			
Jackson, Mark	Uncle	Banned			

A pop-up window will appear to allow you to modify the fields. Make the appropriate changes and select Save.



Administration Instructions

To add a pup, select the ADD PUP button at the top of the page

ADD PUP ←

Zachary Baker

Name	Relationship	Status	Main Contact Number	Send Texts To	Actions
Cheyenne Hubert	Mother	Approved			 
John Hullett	Father	Approved			 
Ginny Hullett	Grandmother	Approved			 
Cara Sullivan	Grandparent	Approved			 
Diane Sullivan	Grandparent	Approved			 
Jack Hullett	Grandparent	Approved			 
Jackson, Mark	Uncle	Banned			 

Enter the appropriate information in the pop-up window and select Save.

Add A PUP ✕

CONTACT NAME

First

Last

Relationship

STATUS

Primary
 Approved
 Banned

To Delete a PUP select the red X at the right of the page and choose.




kidaccount.net says

Are you sure you want to delete this Contact? This cannot be undone!



Tim Duggan
Thursday, Oct 9, 2008

ADD PUP

Zachary Baker

Name	Relationship	Status	Main Contact Number	Send Texts To	Actions
Cheyenne Hubert	Mother	Approved			 
John Hullett	Father	Approved			 
Ginny Hullett	Grandmother	Approved			 
Cara Sullivan	Grandparent	Approved			 
Diane Sullivan	Grandmother	Approved			 
Jack Hullett	Grandparent	Approved			 
Jackson, Mark	Uncle	Banned			 
Mary Hullett	Aunt	Approved			 

Administration Instructions

This concludes the Administration Instruction overview.

Please contact us if you have any questions.

CustomerService@kidaccount.Com

Thank you for choosing KIDaccount.

