

# 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.

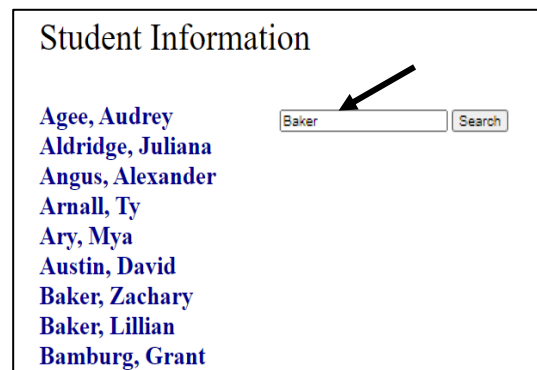
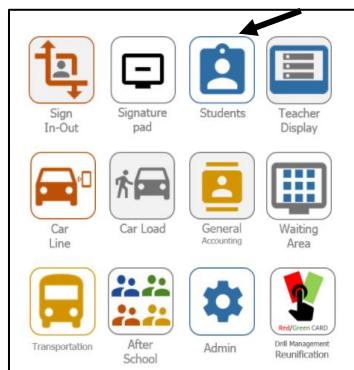
The student profile area is only available to those authorized staff members with an “Administrator” role. There are also some advanced options that are discussed in another document.

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.

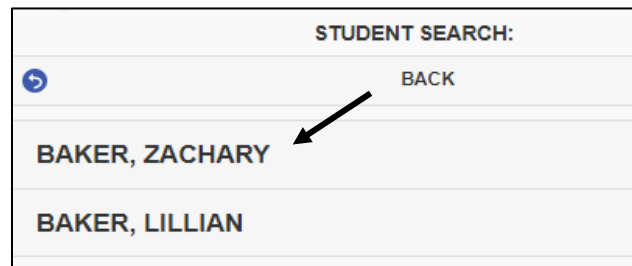
These instructions include:

- 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:

**Toggle Absent**

First Name: Zachary  
Last Name: Baker  
Gender: Male  
Grade: 1st  
Classroom/Teacher: Kathryn H.  
AM/PM (Pre-K Only):  
Directory Listed: Yes  
Event Allowed: DO NOT  
Event Level:  
Default Dismissal Method:  
☒ Car Line  
☐ Bus  
☐ Afterschool

**Default Method Details**

Notes:

Save

< > today

### October 2020

This Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	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	30	31
1	2	3	4	5	6	7

### Student List

Search By Last Name

- 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

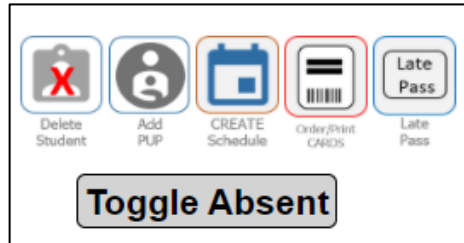
**Sync Added**  
Student ID Starting Digits: 36855  
Barcode ID: 1039000898

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.

**Lillian Baker**  
 Sync Added  
 Student ID Starting Digits: 64493  
 Barcode ID: 1039001411  
 Default Method: Car Line  
 Today's Method: Car Line  
Bus Pass: Print Bus Pass  
 Today's Note:  

Delete Student

Add PUP

CREATE Schedule

Order/Print CARDS

Late Pass

Toggle Absent

**Lillian Baker**  
 Sync Added  
 Student ID Starting Digits: 64493  
 Barcode ID: 1039001411  
 Default Method: Car Line  
 Today's Method: **Absent**  
Bus Pass: Print Bus Pass  
 Today's Note:  

Delete Student

Add PUP

CREATE Schedule

Order/Print CARDS

Late Pass

Toggle Absent

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

**Teacher: Kristina Alurmbaugh All Students**

Carline Bus Dismissal
 Classroom Dismissal
 Full Class
 AM
 PM

Car Line

Lillian Baker

Kyleigh Haywood

Xayden Huss

Matthew King

Persephone Mills

Ryleigh Murphy

Emily Popa

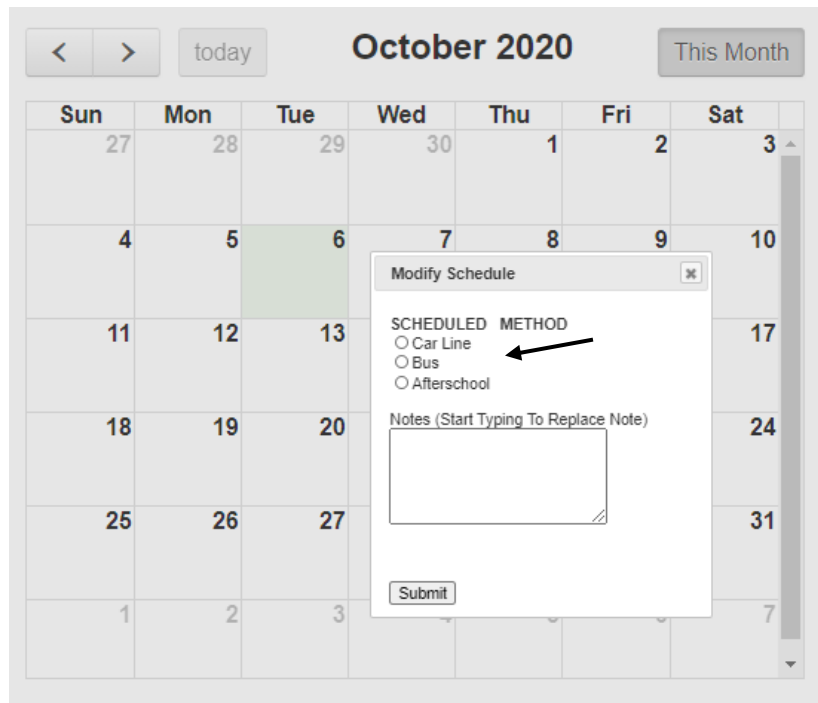
Dane Seymour

Claire Wells

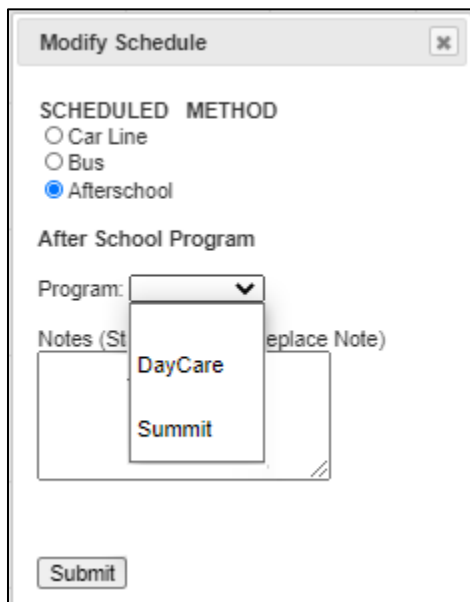
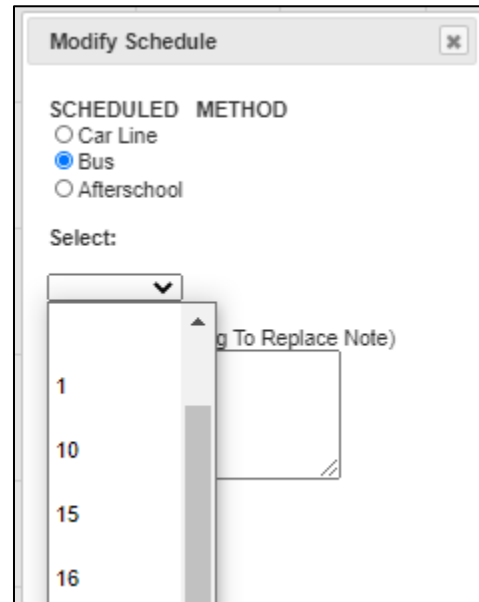
To remove the absent status, simply select the Toggle Absent button a second time.

# 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.

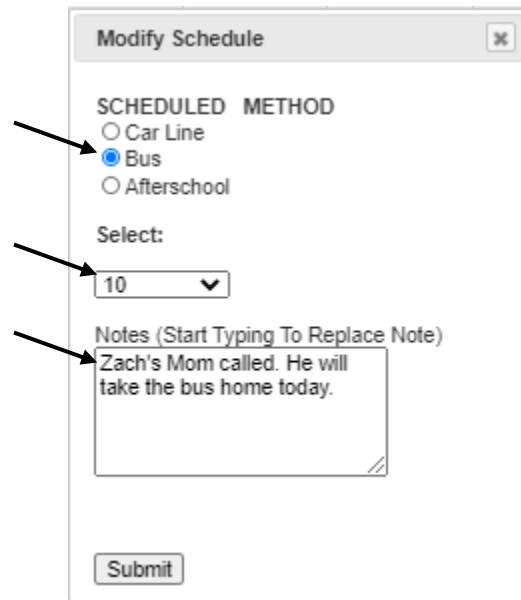


Choosing Bus or Afterschool will then display a drop-down with options for a bus number or Afterschool program.

# 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

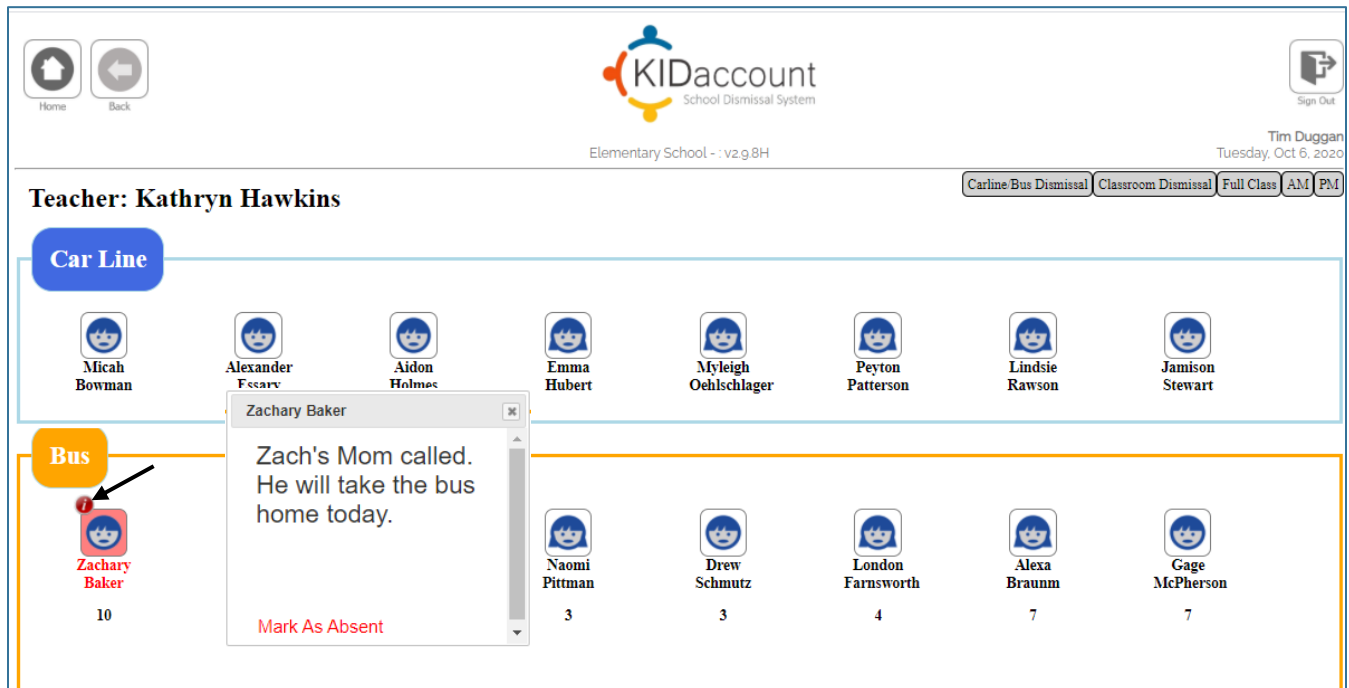
Default Method: Car Line  
Today's Method: **Bus 10**  
[Bus Pass: Print Bus Pass](#)  
Today's Note:  
Zach's Mom called. He will take the bus home today.

< > today **October 2020** This Month

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6 <b>Bus 10</b>	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.



**Teacher: Kathryn Hawkins**

**Car Line**

- Micah Bowman
- Alexander Fecarv
- Aidon Holmac
- Emma Hubert
- Myleigh Oehlschlager
- Peyton Patterson
- Lindsie Rawson
- Jamison Stewart

**Bus**

**Zachary Baker** (10)

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

**Mark As Absent**

- Naomi Pittman (3)
- Drew Schmutz (3)
- London Farnsworth (4)
- Alexa Braunm (7)
- Gage McPherson (7)

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		

# Administration Instructions

- 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

Schedule Name:

Bus Schedule

☐ Highlight on Teacher Page

Schedule Start Date:

11/01/2020

Schedule End Date:

11/30/2020

Recurrence:

☐ Once  
☒ Every Week  
☐ Every Other Week

Day (Select One):

☐ Monday  
☒ Tuesday  
☐ Wednesday  
☒ Thursday  
☐ Friday

SCHEDULED METHOD

☐ Car Line  
☒ Bus  
☐ Afterschool

Select:

15

Notes

Going to Grandma's house on bus 15 on Tuesday and Thursday in November.

Submit

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.

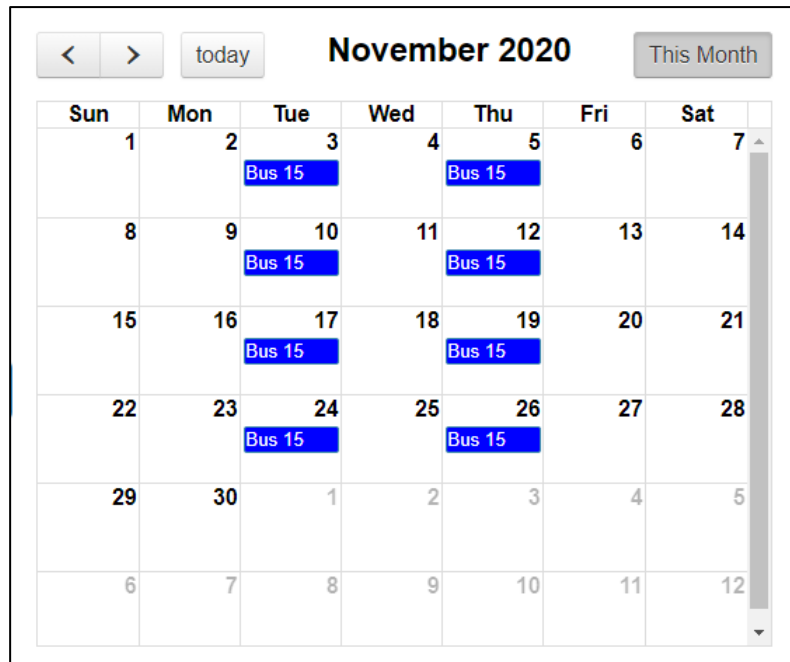
A short note explains the changes.

Select Submit to complete the schedule process.

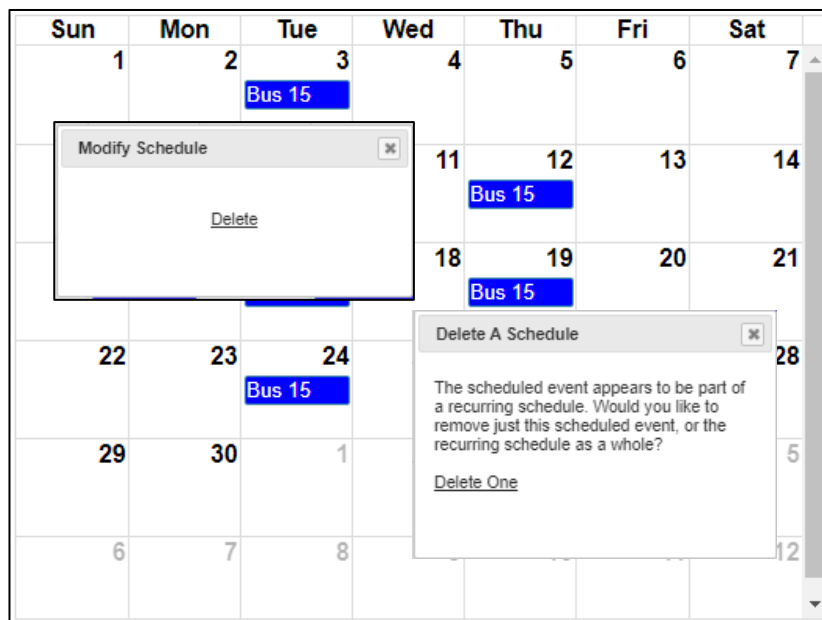
The changes will be highlighted on the student calendar.



# Administration Instructions



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

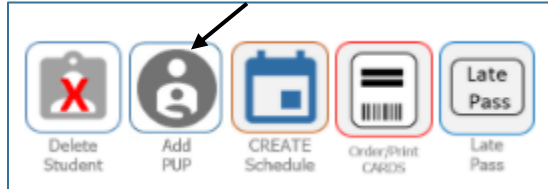


Multiple schedules may be added for each student. All changes will be displayed on the teacher's page.

# Administration Instructions

- 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			[Edit] [X]
John Hullett	Father	Approved			[Edit] [X]
Ginny Hullett	Grandmother	Approved			[Edit] [X]
Cara Sullivan	Grandparent	Approved			[Edit] [X]
Diane Sullivan	Grandparent	Approved			[Edit] [X]
Jack Hullett	Grandparent	Approved			[Edit] [X]
Jackson, Mark	Uncle	Banned			[Edit] [X]

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

Edit Contact

Diane Sullivan

First

Last

Relationship

Text Alerts

Primary Phone Number

Texting Number

STATUS  
☐ Primary  
☒ Approved  
☐ Banned

→

Edit Contact

Diane Sullivan

First

Last

Relationship

Text Alerts

Primary Phone Number

Texting Number

STATUS  
☐ Primary  
☒ Approved  
☐ Banned

# 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

Save

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

Home

Back

kidaccount.net says

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

OK

Cancel

Sign Out

Tim Duggan

Tuesday, Oct 6, 2020

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			

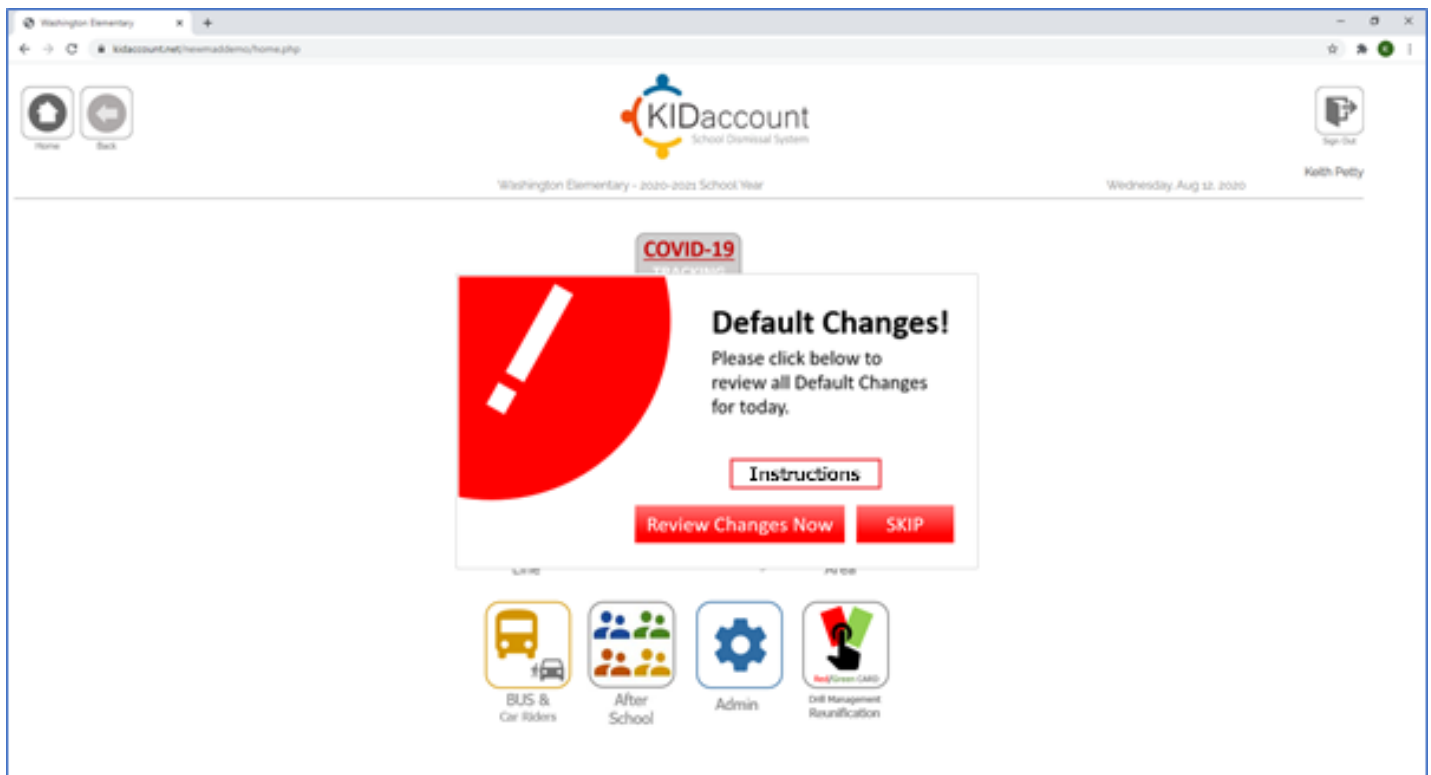
# Administration Instructions

## Daily SIS-KIDaccount Compare

To ensure KIDaccount has accurate student and staff information, the system will compare your School Information System (SIS) such as Power school, Infinite Campus or Tyler to KIDaccount. This data includes student dismissal information, contacts and Staff data.

Each night, KIDaccount pulls DEFAULT student or staff information from your SIS. If there are any new additions or if any of the DEFAULT data does not match such as the student dismissal method, the following alert will be displayed on your screen.

Choose “Review Changes Now” to compare and approve any changes.



# Administration Instructions

## Daily SIS-KIDaccount Compare

Choosing Review will open a list of any DEFAULT SIS records that do not match KIDaccount DEFAULT records. The information will be displayed in four areas: Student Changes, New Students, New Student Contacts (PUPS) and New Staff.

Each area displays the “Current” KIDaccount status and the “New” change sent from your SIS. Below you will note the Student Changes area displays the Dismissal Method and the Homeroom Teacher. There are no changes to the Teacher information, however, the Dismissal Method has a mismatch. The Current KIDaccount is “After School”, the “New” SIS is set to Car Line.

Student Changes				
<u>Name</u>	<u>Current Method</u>	<u>New Method</u>	<u>Current Homeroom</u>	<u>New Homeroom</u>
<a href="#">Kayla Turner</a>	After School	Car Line	Ryan Perry	Ryan Perry
<a href="#">Jennifer Turner</a>	After School	Car Line	Miranda Jackson	Miranda Jackson

To resolve these issues, you will need to decide if you want to keep the “Current” KIDaccount status or change KIDaccount to the “New” status listed in your SIS

KIDaccount allows you to update KIDaccount with the click of a button.

- Selecting “Approve” will change “Current” KIDaccount data and accept all “New” data changes.
- Selecting “Decline” will not accept any “New” changes from your SIS and keep the “Current” KIDaccount data.

Student Changes						
<u>Name</u>	<u>Current Method</u>	<u>New Method</u>	<u>Current Homeroom</u>	<u>New Homeroom</u>	<u>Approve</u>	<u>Deny</u>
<a href="#">Kayla Turner</a>	After School	Car Line	Ryan Perry	Ryan Perry	Approve	Decline
<a href="#">Jennifer Turner</a>	After School	Car Line	Miranda Jackson	Miranda Jackson	Approve	Decline

- Clicking “Approve” will immediately update KIDaccount to the new status listed in your SIS.
- Clicking “Decline” will not make any changes to KIDaccount.

In many cases, you will need contact your SIS data manager so they can update your SIS with the correct information.

NOTE: The system will continue to create an alert each day until the incongruent data issue is resolved.

# Administration Instructions

## Daily SIS-KIDaccount Compare

Utilize the same selection process in all 4 areas.

New Students									
<u>Student Name</u>	<u>ID</u>	<u>Grade</u>	<u>Gender</u>	<u>Homeroom</u>	<u>Contact Count</u>	<u>Dismissal</u>	<u>Transfer From</u>	<u>Approve</u>	<u>Deny</u>
Miley Jameson	227469	4	2	Ronald Smith	11	Car Line:	New Student	<input type="button" value="Approve"/>	<input type="button" value="Decline"/>

New Contacts				
<u>Student Name</u>	<u>ID</u>	<u>Contact Name</u>	<u>Approve</u>	<u>Deny</u>
Chris Franklin	227778	Kenneth Franklin - Father	<input type="button" value="Approve"/>	<input type="button" value="Decline"/>
Thomas Roberts	701210	Kelly Roberts - Mother	<input type="button" value="Approve"/>	<input type="button" value="Decline"/>

New Staff			
<u>Staff Name</u>	<u>ID</u>	<u>Approve</u>	<u>Deny</u>
Jennifer Packard	37711	<input type="button" value="Approve"/>	<input type="button" value="Decline"/>

After selecting an option for each record, the alert will disappear, and KIDaccount will be up-to-date.

This concludes the Administration Instruction overview.

Please contact us if you have any questions.

[CustomerService@kidaccount.Com](mailto:CustomerService@kidaccount.Com)

Thank you for choosing KIDaccount.

