



Dismissal Training: After School Module

After School Module

KIDaccount's After School Module gives you a solution to account for and dismiss students in after school programs.

To access the After School module, simply select the icon that looks like students with backpacks.

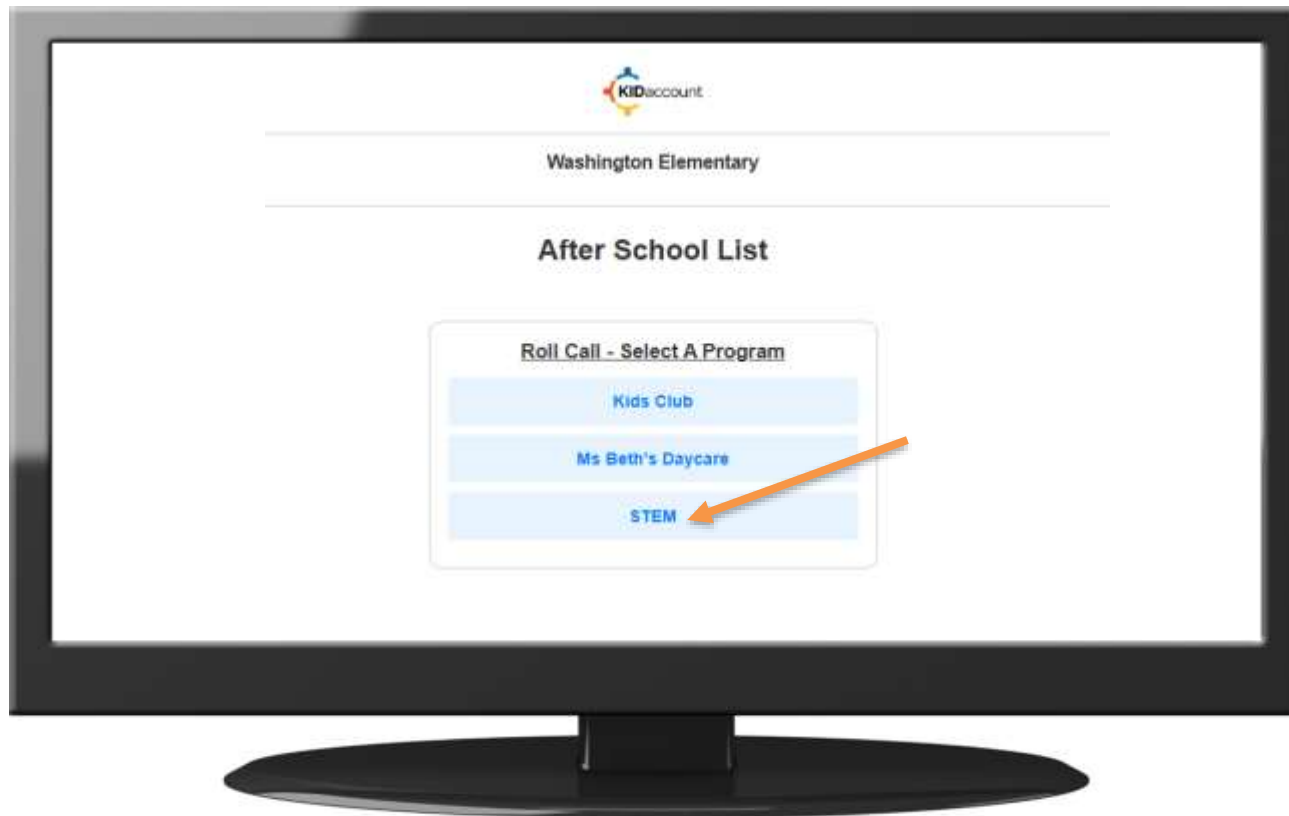


After School Module

You will see a list of after-school programs that students have been assigned to for that day specifically. Future after school programs will not be listed here.

Students must be assigned to an afterschool program to show up under the KIDaccount afterschool module.

To check students in, select the Afterschool program from the list that you are checking students into.



After School Attendance

Once you select the correct list, you will need to toggle students to Green to indicate that they are present or to check them in. Your roster will be accurate based on the daily attendance and dismissal changes.

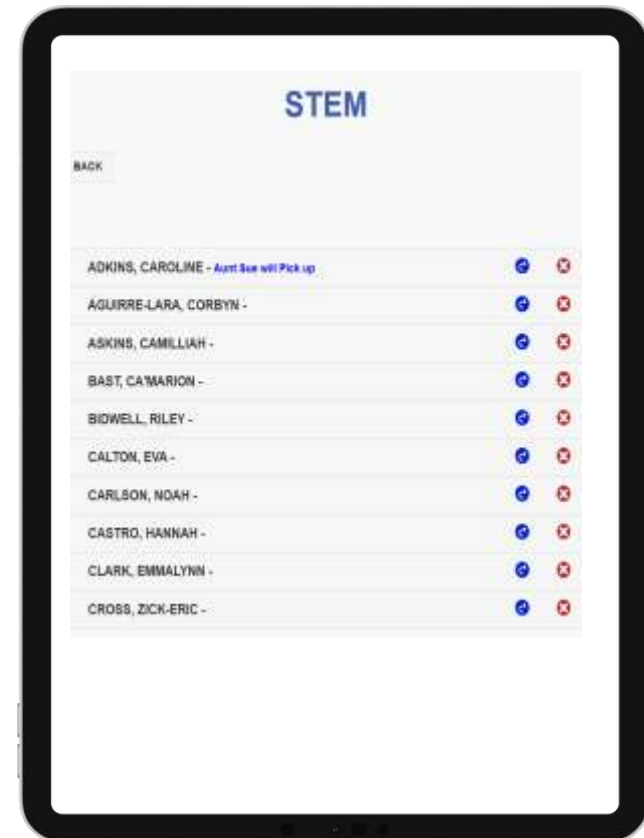
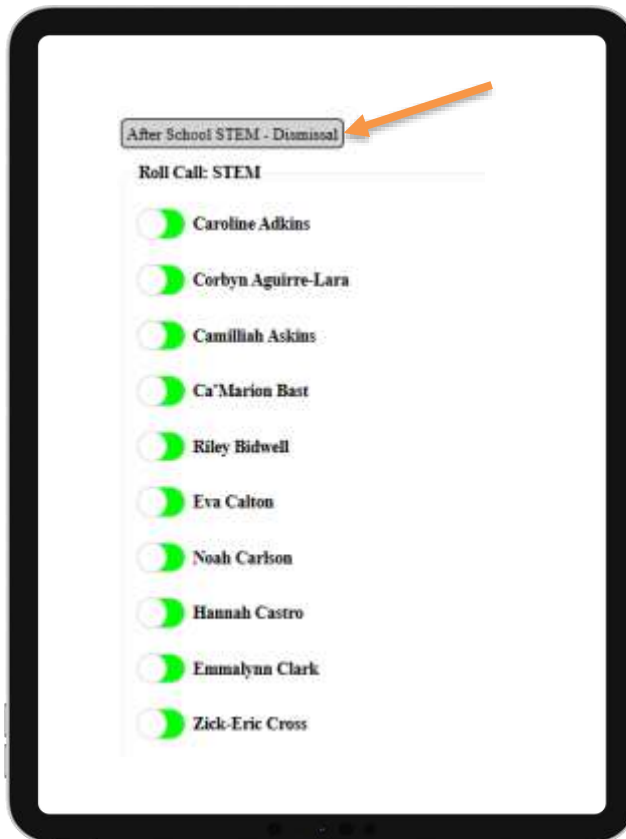


Dismissal from After School

To dismiss students, click on the dismissal button at the top of the page.

On the next page, you will have the option to dismiss the students or transfer them to a different afterschool program for the day.

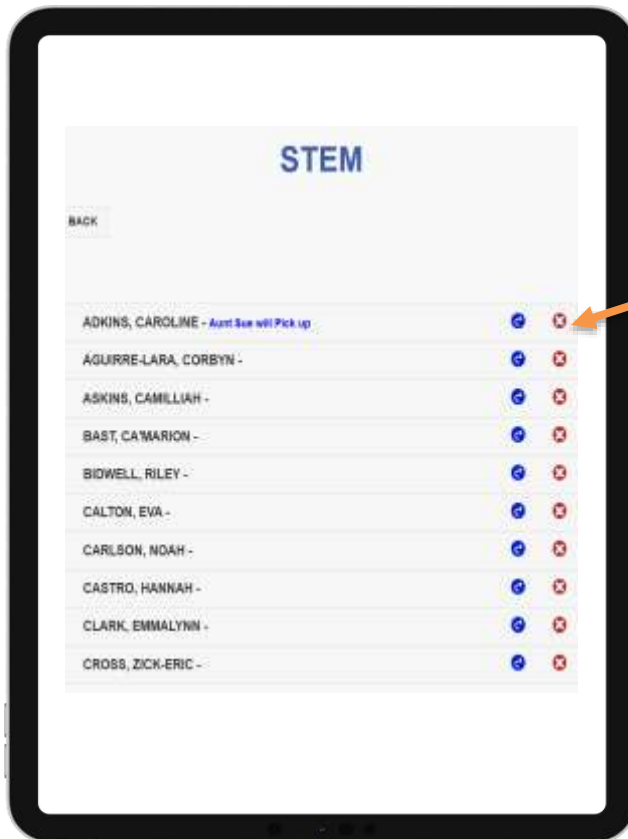
Afterschool dismissal can be viewed from any device including mobile.



Dismissal from After School

To dismiss, click on the Dismiss button next to the student name and select their approved contact from the list on the next page.

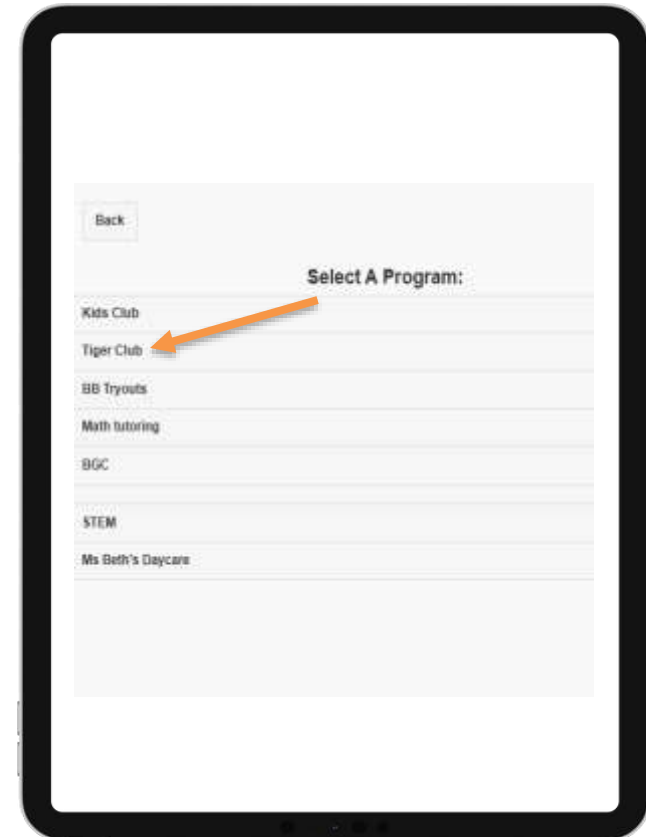
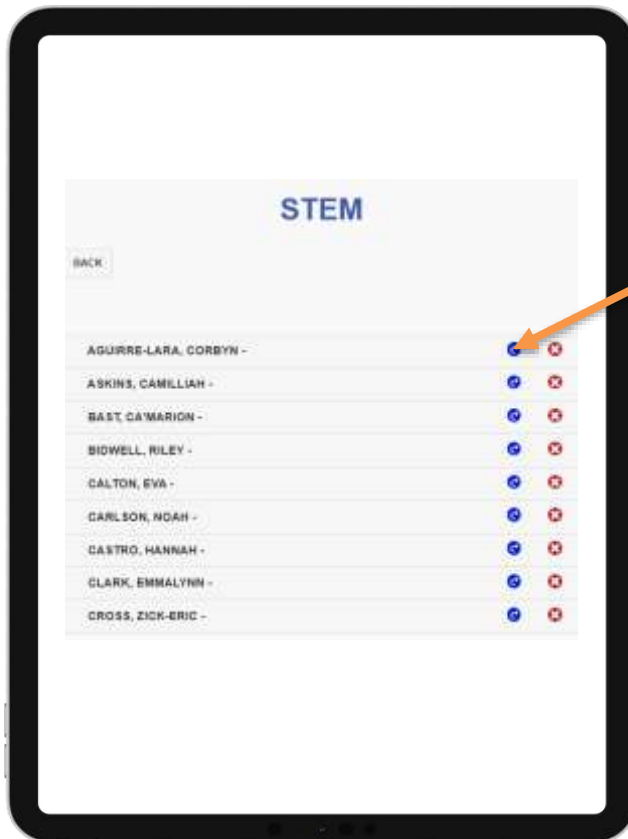
Once you select the contact, you will be taken back to the student list.



Dismissal from After School

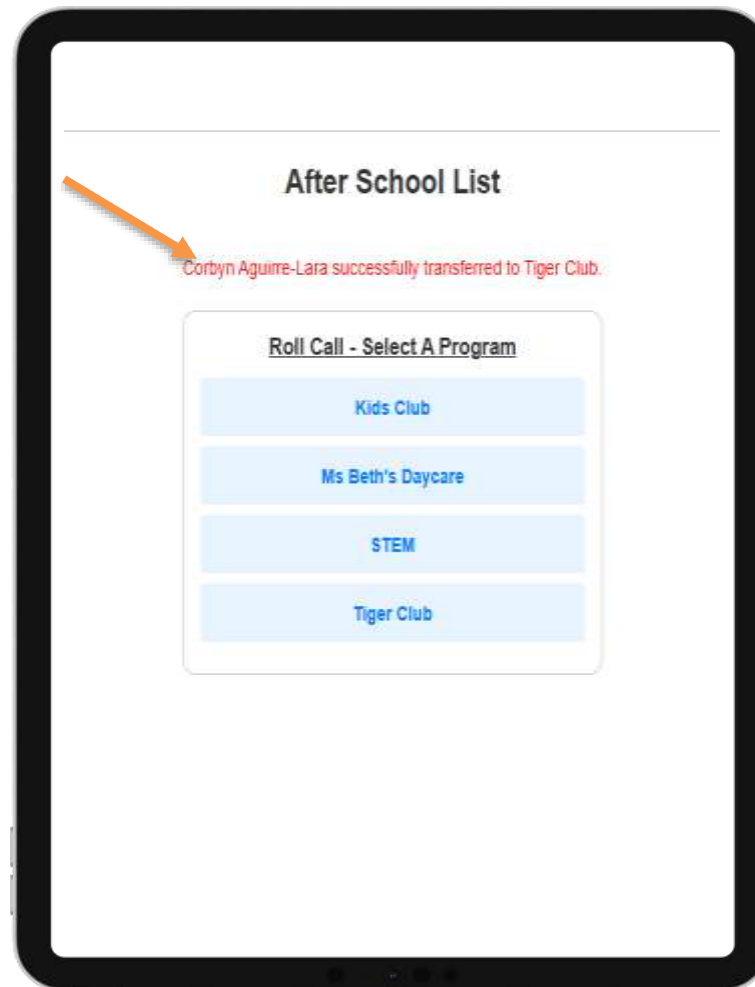
To transfer a student to a different afterschool program, click on the transfer button next to the student's name.

On the next page, you can select the afterschool program you are transferring the student to.



Dismissal from After School

Once selected, you will be taken back to the afterschool list with a verification of the transfer.



After School Reports

Access After School Reports by going to “Admin” and then select “Reports”.



After School Reports

Select “Reports” and then choose the After School program you want to create a report for.



General Daily Report

<u>Car Line</u>	<u>206</u>
<u>Bus</u>	<u>618</u>
<u>After School: Kids Club</u>	<u>67</u>
<u>After School: Tiger Club</u>	<u>0</u>
<u>After School: BB Tryouts</u>	<u>2</u>
<u>After School: Math tutoring</u>	<u>0</u>
<u>After School: BGC</u>	<u>0</u>
<u>After School:</u>	<u>0</u>
<u>After School: STEM</u>	<u>40</u>
<u>After School: Ms Beth's Daycare</u>	<u>1</u>
<u>Signed Out</u>	<u>0</u>
<u>Absent</u>	<u>0</u>
<u>Total</u>	<u>934</u>

After School Reports

A detailed report of each student who was in attendance for the after-school program, who picked up, and what time the student was dismissed is included.

Export the report to a .csv by clicking the “Export Table button.

After School Report : STEM

Today's Total: 40

Export Table

Select A Date: 07/14/2025Select A Sub Method: STEMView

Student Name	Type	Program	PUP (Previous Day Only)	Dismiss Time (Previous Day Only)
Riley Bidwell	In School	STEM		
Heaven Meyerson	In School	STEM		
Nevaeh Meyerson	In School	STEM		
Seth Wagner	In School	STEM		
Wyatt VanWassenhove	In School	STEM		
Nathaniel Smith	In School	STEM		
Clay Stuckey	In School	STEM		
Arianna McCreynolds-Mcallister	In School	STEM		
Katelyn Kelley	In School	STEM		
Brantley Schankweiler	In School	STEM		
Corbyn Aguirre-Lara	In School	STEM		
Noah Carlson	In School	STEM		

Thank You

Questions?

Please contact us at:

CustomerService@kidaccount.com

