



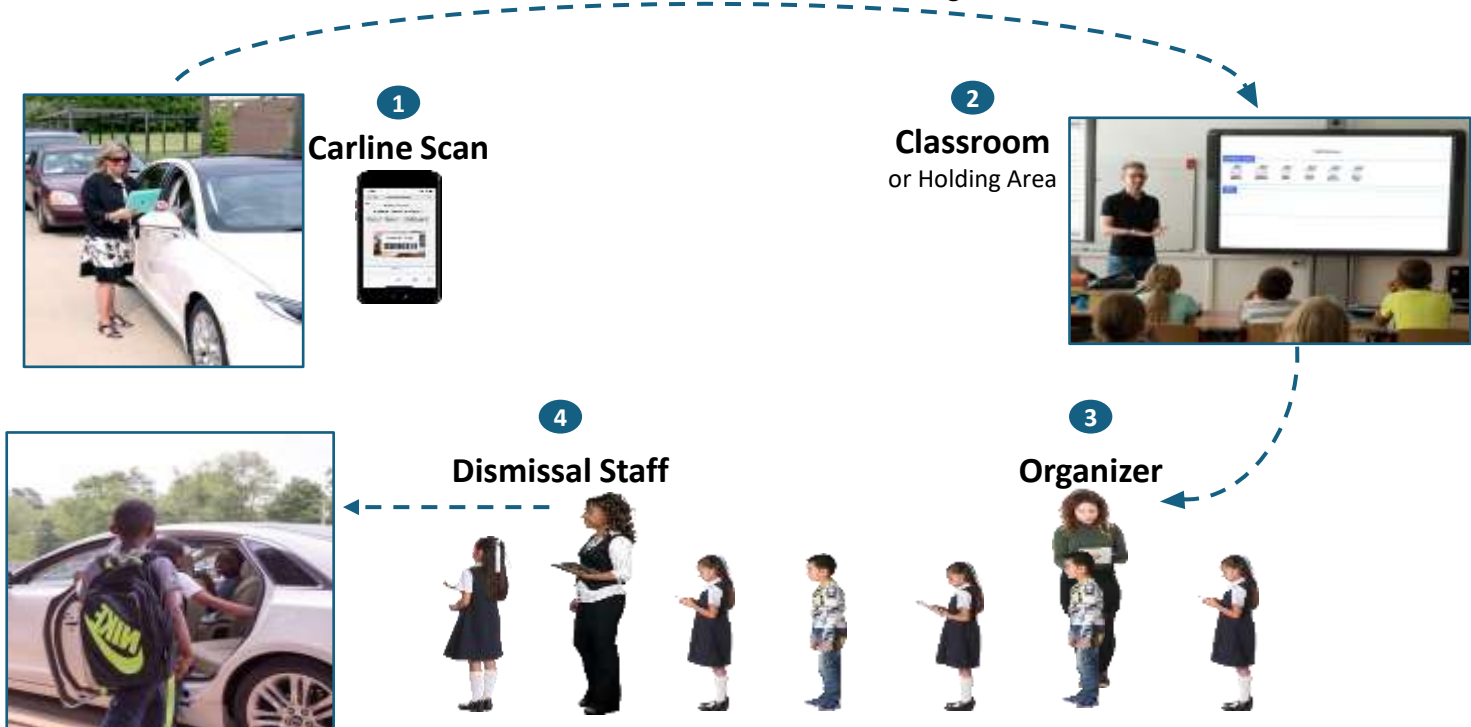
Carline Training

Classroom Dismissal – Carline

The 4-point system provides the most effective and efficient process for classroom dismissal.

- **Scanner:** Scans KIDaccount cards into the system.
- **Organizer:** Releases students from classrooms and arranges them in order as they arrive to the dismissal area.
- **Classroom Teacher:** Sends students to the Dismissal Area.
- **Dismissal Staff:** Releases students to the appropriate Pick-Up Person.

4-Point Student Release System



Administrator: Carline Best Practices

Designate staff for each role of the carline.

Ensure all carline staff have completed training.

Ensure teachers have viewed the Teacher Training videos for dismissal.

Run a mock carline dismissal with your staff prior to using the system with students.

Communicate processes and expectations for the carline to your parents.

Ask your parents and guardians to ensure everyone who is allowed to pick up their student be added to their contacts list.

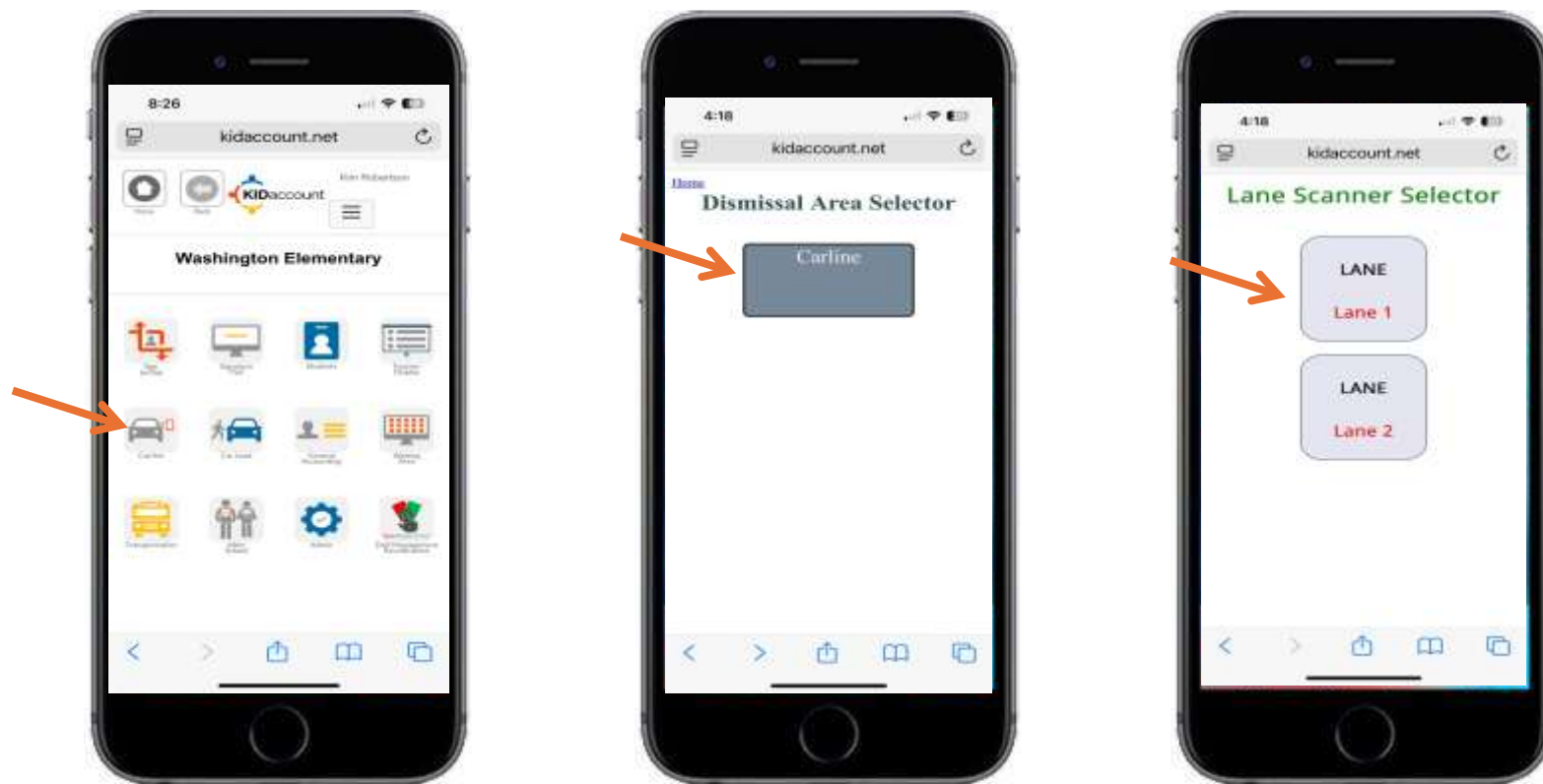
If you are using Parent App, primary contacts must have an email address and cell phone number in KIDaccount to be able to register on the Parent App.

Accurate and up to date data will help to ensure a most efficient release.

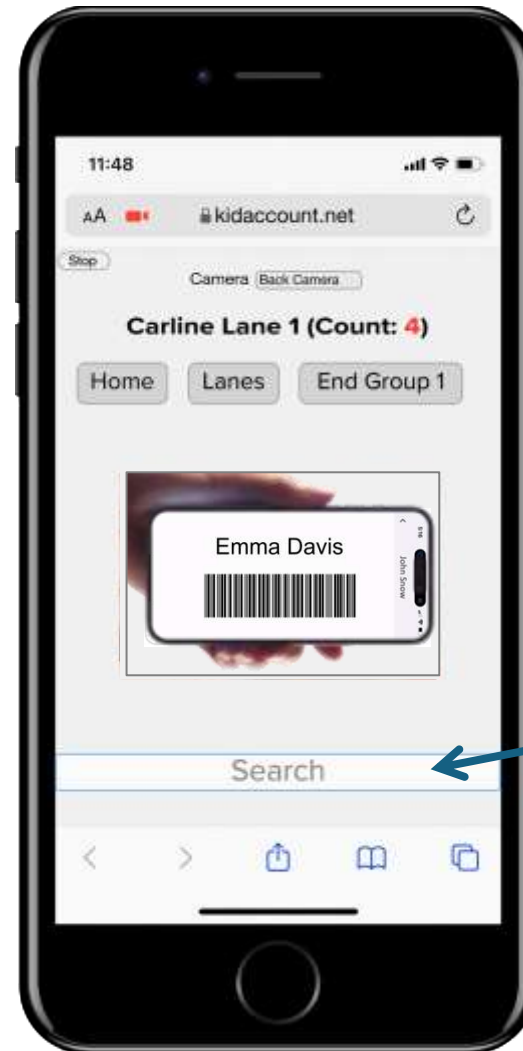
Communicate your policies and procedures to your staff for handling situations of unapproved and banned contacts in the carline.

Scanner- Use an IOS Device for Scanning

The **Scanning staff** will begin by scanning cards. Log in to KIDaccount. From the homepage, click on the Carline module and select the correct Dismissal Area and then choose the appropriate lane on the next page. Your school may have multiple dismissal areas and lanes, or you may have only one.



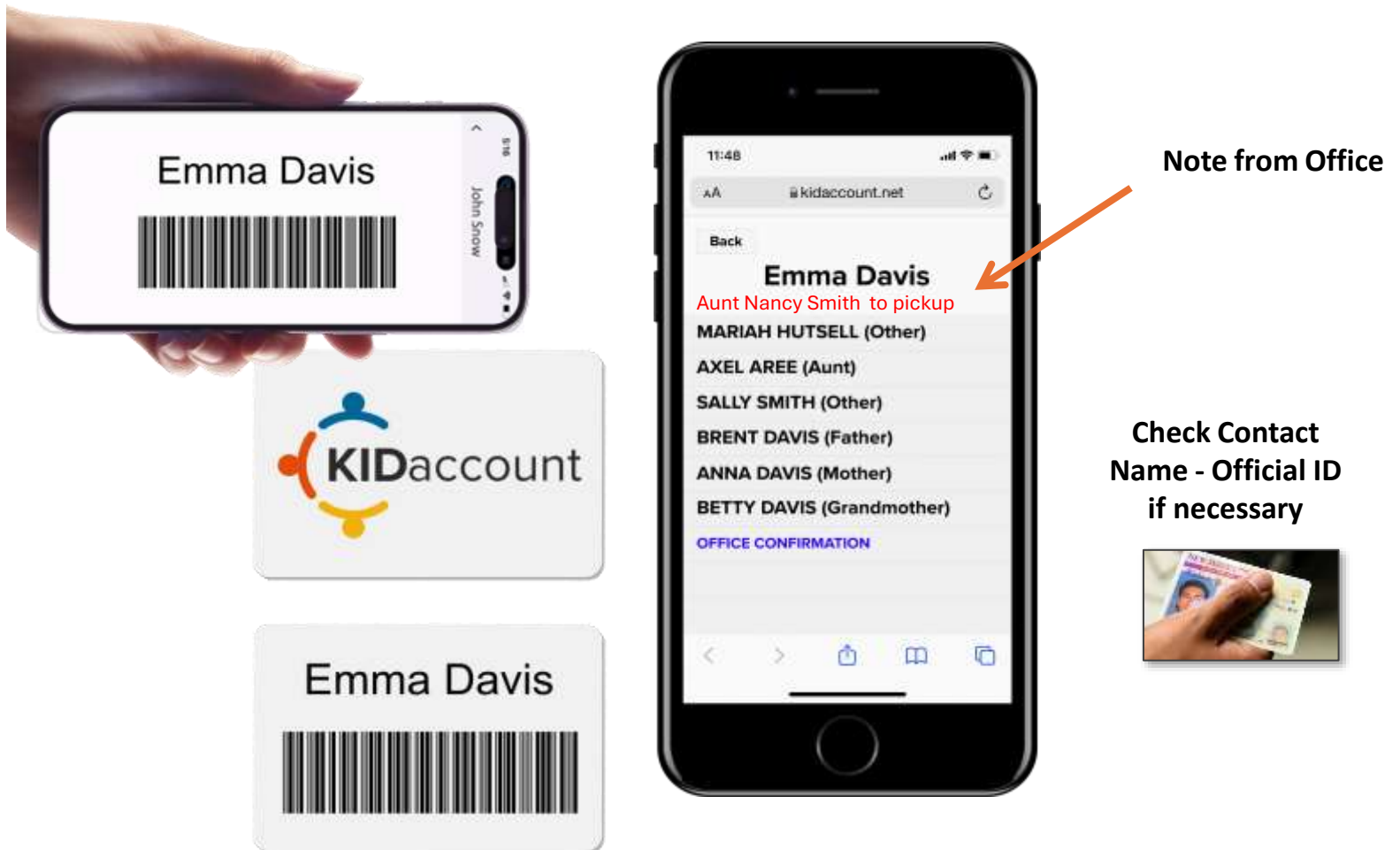
Scan KIDaccount DIGITAL ID or Physical Cards



Use the Search bar to find a student by last name if no card or app is available.

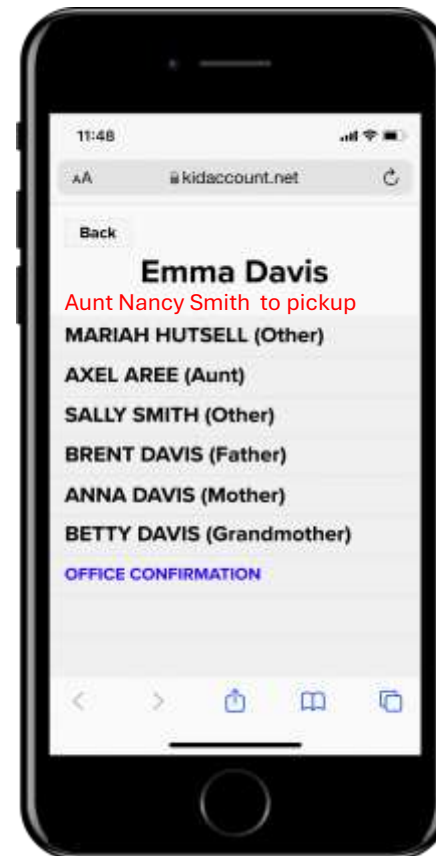
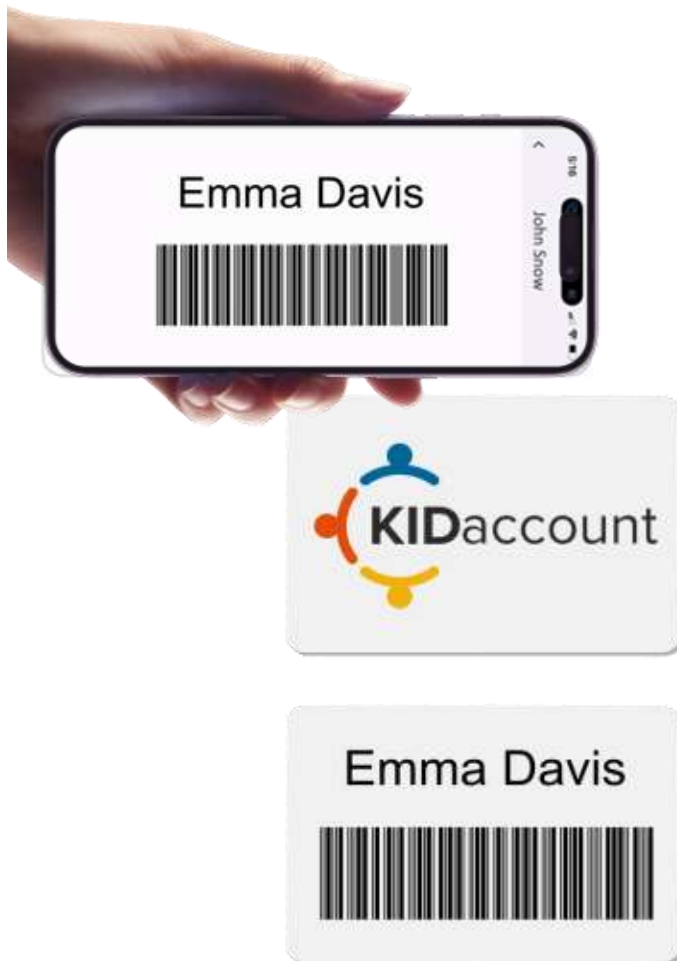
See Approved Contacts and Notes from Office

After scanning the card, select the appropriate Pick- Up Person from the Contacts list. If the pick-up person is not on the list, follow school protocol or contact administration. Selecting Office Confirmation will allow the scanner to approve a pick-up person who is not on the list. After selecting, the screen will return to the scanning window for another scan.



See Approved Contacts and Notes from Office

If a note about dismissal was added from the front office staff, this will appear in red under the student name after the card is scanned.

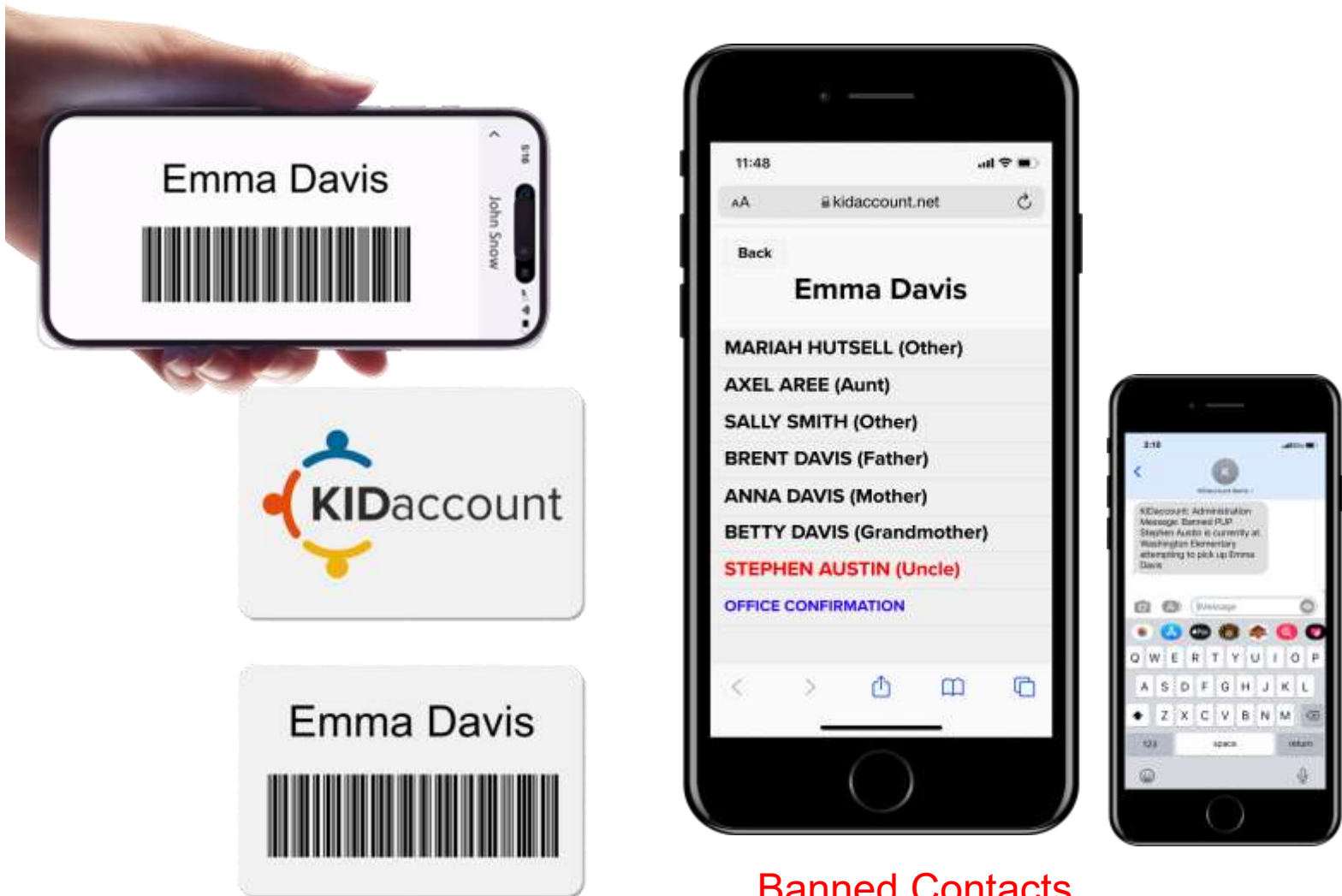


**Check Contact
Name - Official ID
if necessary**



Banned Contacts in Red-Text Alert Sent if Selected

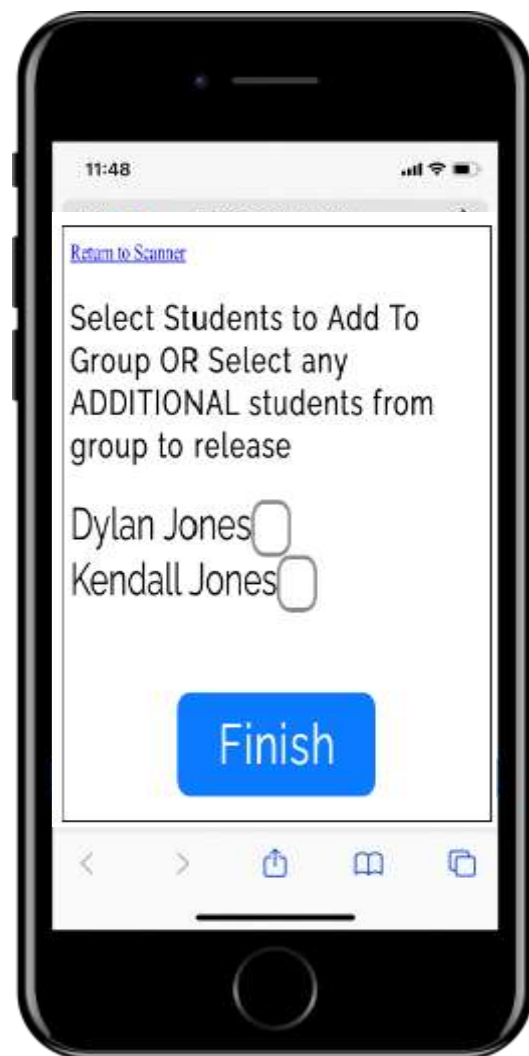
Any contacts that are banned and not allowed to pick up a student will be highlighted in Red. If a Banned Contact is attempting to pick up a student, select their name and a text alert will be sent out to Resource Officers or Administrators.



Sibling Groups

If you have entered sibling groups into KIDaccount, once one student in the group has been scanned and appropriate pick-up person has been selected, the Scanner will have the option to release the other students in the same group. Once all students are selected, click on **Finish**.

The students will be displayed in groups inside the classroom, holding area and on the screens for the organizer and dismissal staff to indicate these students should be released together.



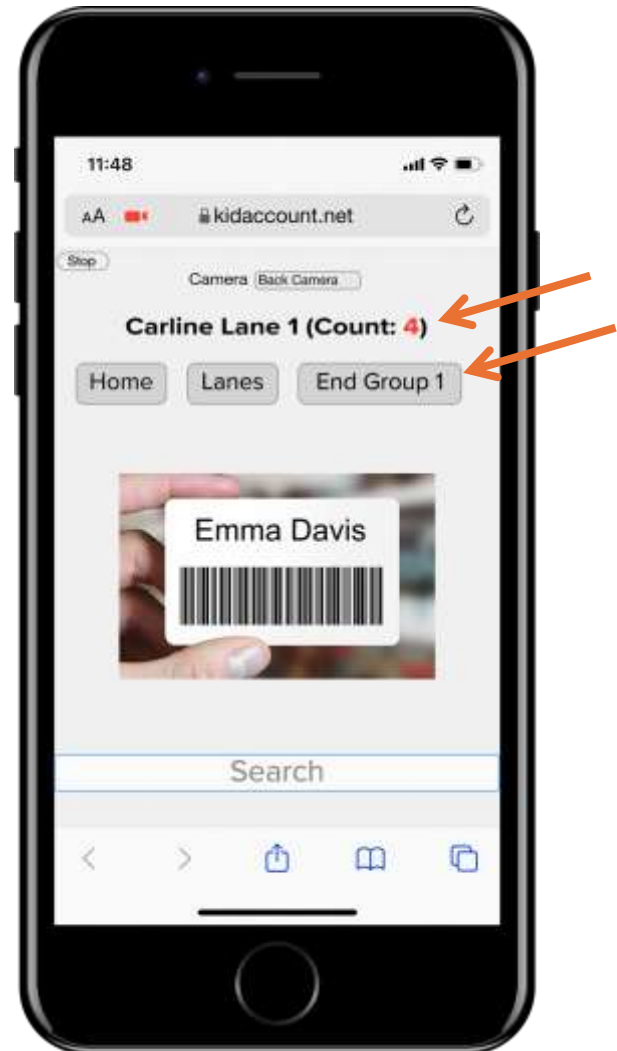
Load Group Size-End Group

If you load multiple cars at once, KIDaccount allows you to put your carline riders into groups for dismissal from the classroom or holding area.

For example, if you load 4 cars at one time, the scanner will select the “End Group 1” button after scanning the first 4 cars.

The total number of cards scanned is shown at the top of the screen. Once the appropriate number of cards have been scanned, select “End Group”, and begin scanning the next group of cars.

If you are doing holding area dismissal and do not load a specific number of cars at once, you do not have to use the End Group Button.



Carline Scanner Best Practices

Designate 1 scanner for each lane in your carline.

Scanner should use an IOS device for scanning cards and Parent App digital IDs.

Remember there is a search bar for anyone without a student ID card or Parent App digital ID.

KIDaccount recommends verifying each Pick-up person by checking their State ID when scanning cards. Notify your parents of this process in advance so they can have their own State ID and their Student ID in hand and ready as you are scanning.

If you load multiple cars at one time, and you are using Classroom Dismissal, select the “End Group” button once you have scanned the correct number of cars in that will load at once.

Begin scanning your carline before dismissal begins. KIDaccount recommends you get at least 3 groups scanned in before it is time to start dismissal inside the building.

Scan at least 2-3 groups ahead of the students that are being loaded. This will ensure students are being notified and able to line up for dismissal in a timely manner.

Plan a process for how you will handle someone who has not been approved to pick-up showing up in the carline. Have a designated area they can pull into so they can be verified in the office will keep your carline moving.

After Scanning, Names are Queued up for Release

Once carline scanning has started, the students are queued into the system as teachers are going over any dismissal changes and getting students to the correct areas for dismissal. Nothing will appear on the screens until the Organizer presses the **“Start Release”** button.

1. Carline Scan

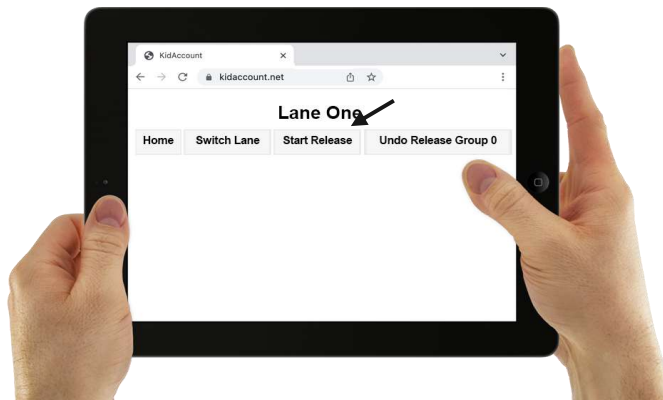


All Scanned
Students
Queued In The
System

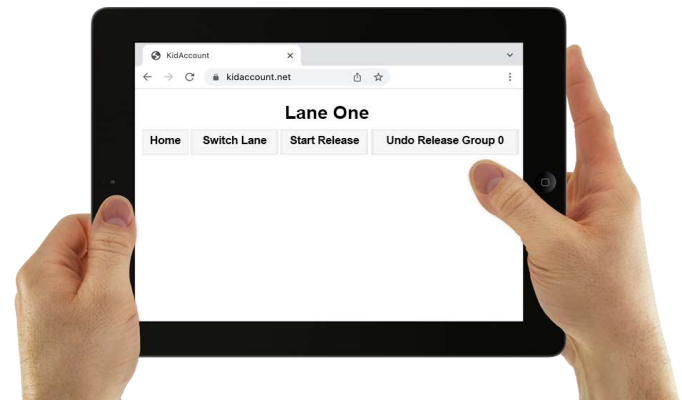
2. Classroom Display



3. Organizer - Starts The Release!



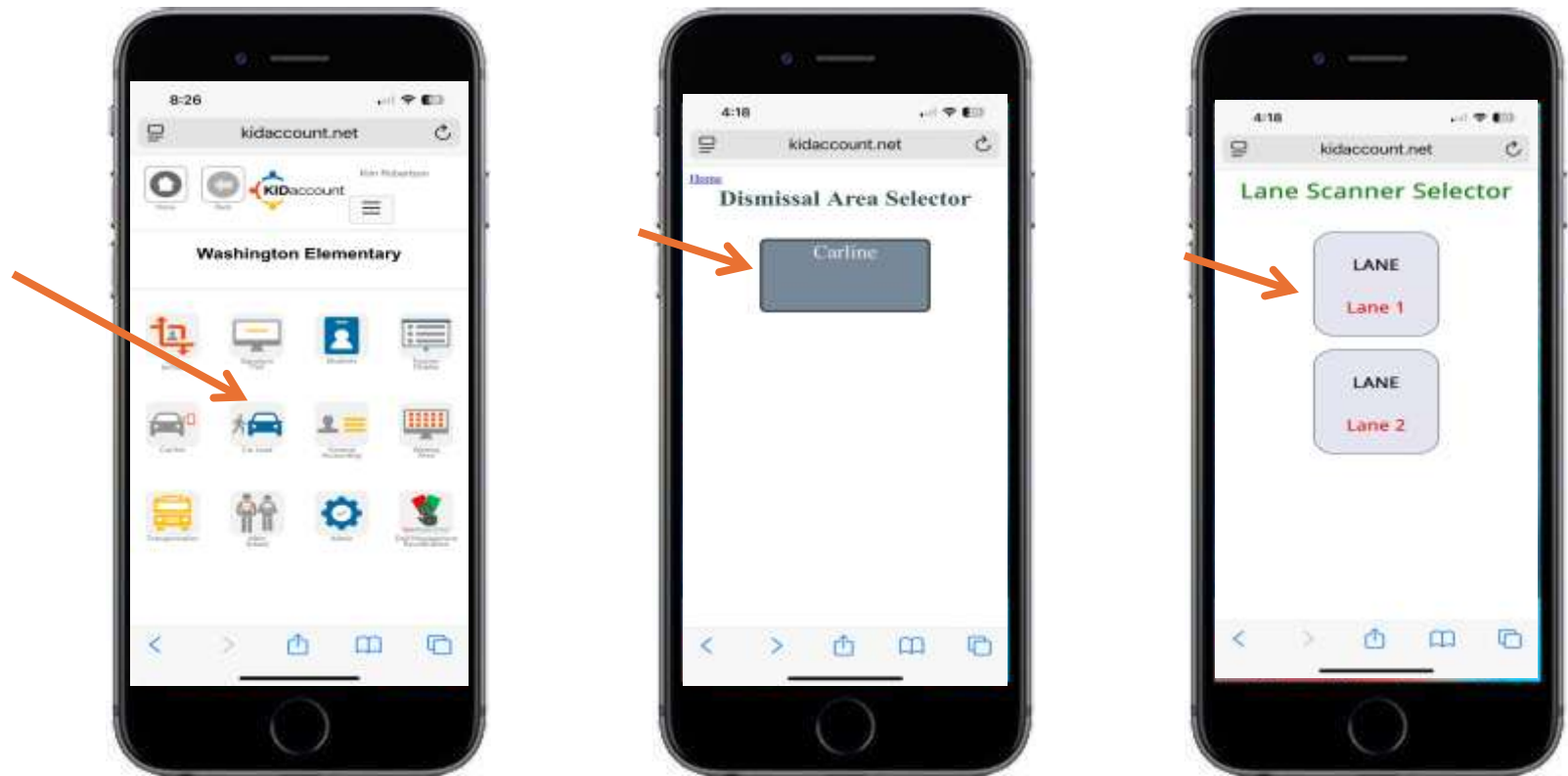
4. Runner / Dismissal Staff



Organizer and Dismissal Staff

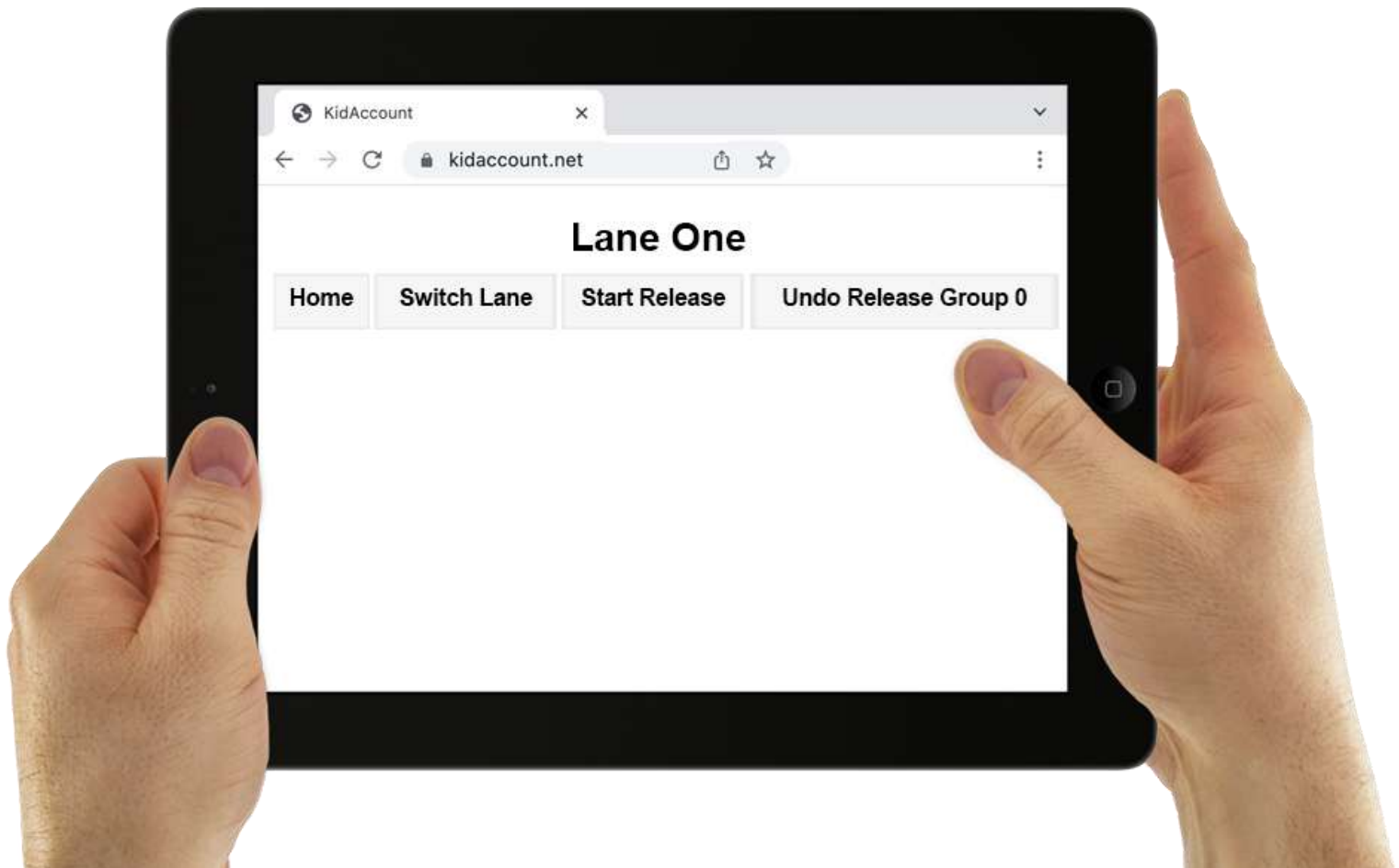
As cards are being scanned in, the **Organizer and Dismissal Staff** will open the Carload page from the home screen and select the appropriate dismissal area and lane.

The Organizer and Dismissal staff can use any device (Chromebook, tablet, cell phone, etc.)



Organizer-Starts the Release

The Organizer and Dismissal staff will be presented with a blank Lane page. On the top of the page, they will have a Home option, a Switch Lane Option, and a Start Release Option. The Organizer must select the “Start Release” button to notify the teachers to begin sending their students to the area.



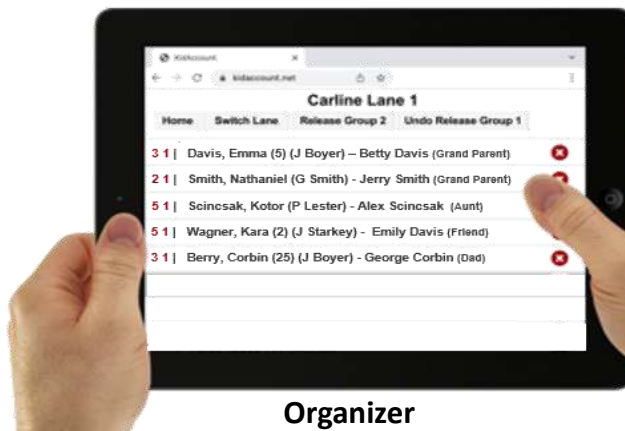
Student Names Appear Across the System

Once the “Start Release” button is selected, students who have been scanned in will populate on the page for both the Organizer and Dismissal staff. They will also be displayed inside the **classroom** for the teacher and on the holding area display.

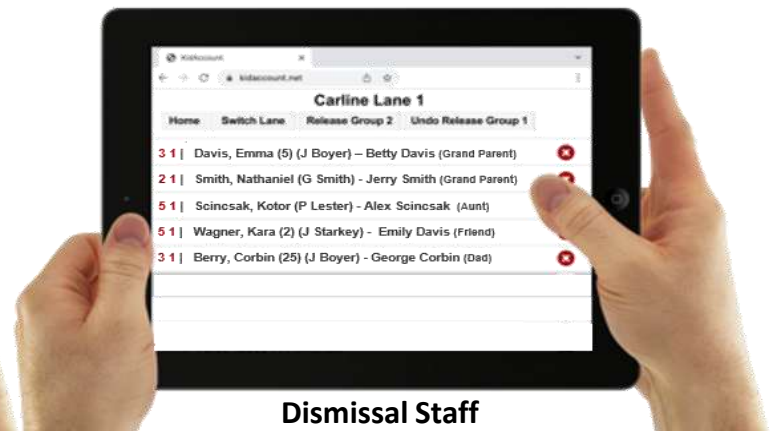
Classroom Display



Holding Area Display



Organizer

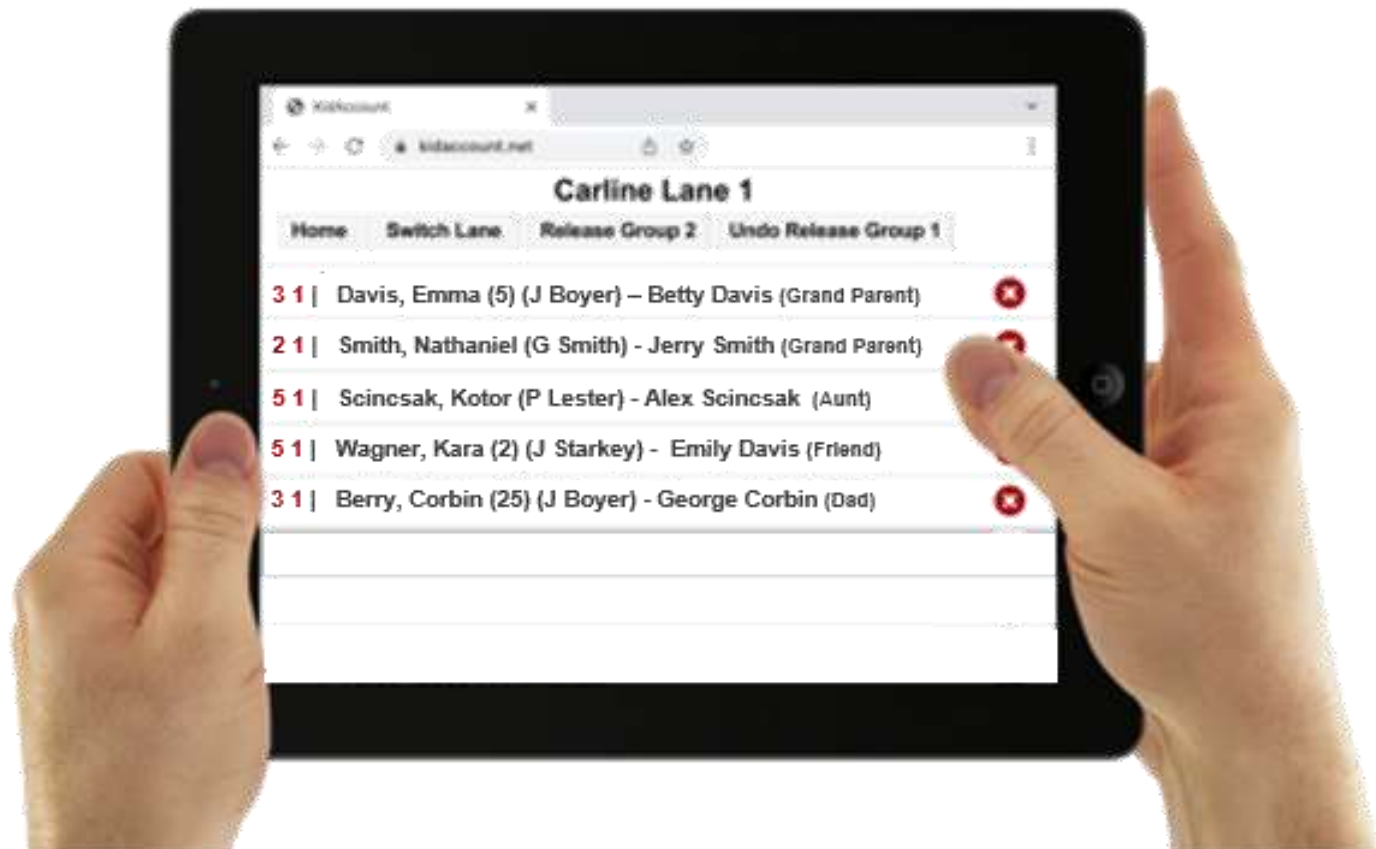


Dismissal Staff

Release Groups and Line Students Up

Students are separated into groups and released one group at time by selecting “Release Group 1” button. KIDaccount recommends also releasing Groups 2 and 3 at this time as well to allow students time to arrive in the dismissal area.

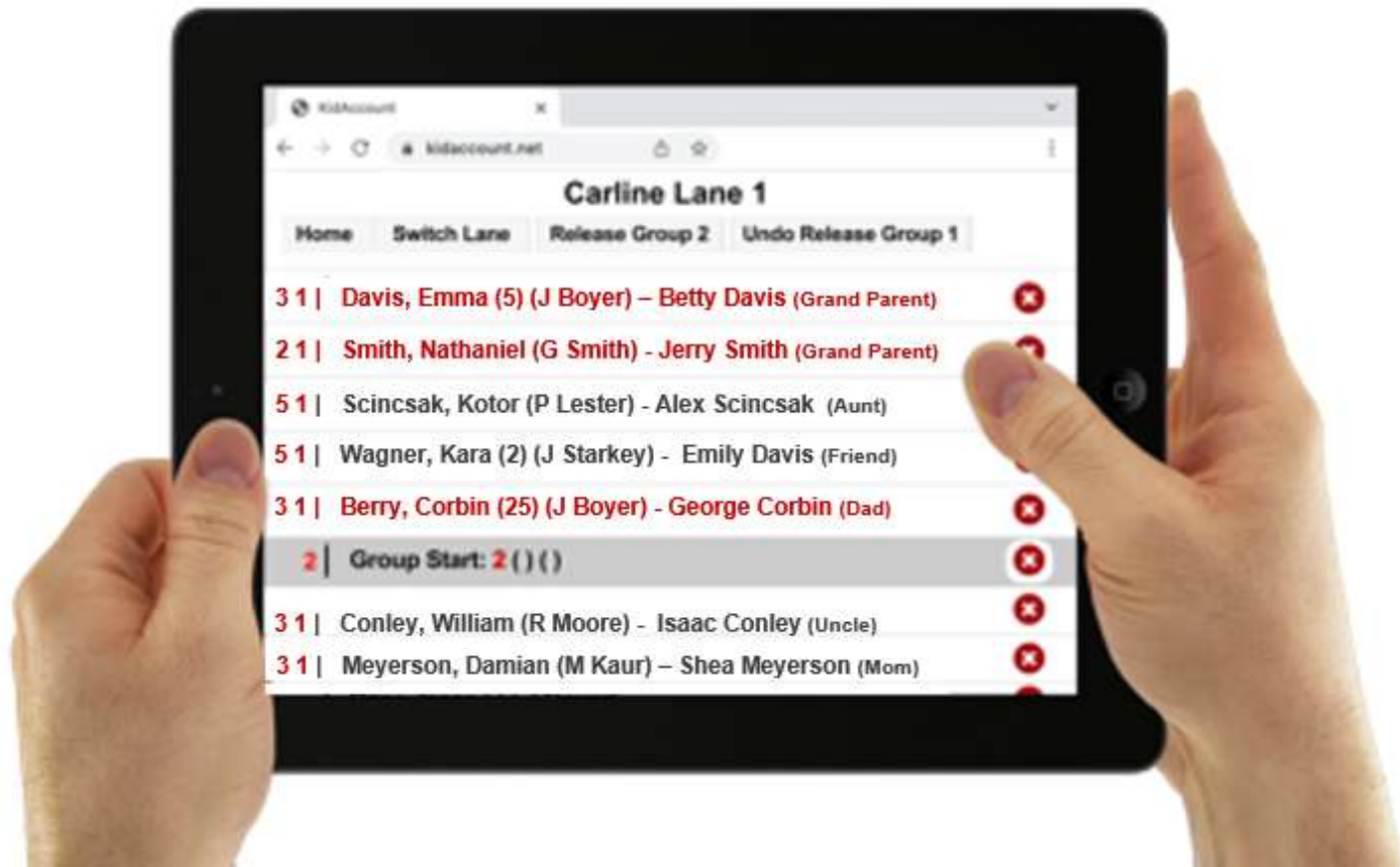
Should the dismissal staff accidentally release a group, simply select the Undo Release.



Organize Students

As the students arrive in the queue area, the Organizer will select the “Student Name” on their tablet and position them in the appropriate order. Selecting their name will que them up in line and alert the teacher that they are in the dismissal line by displaying a red box around their caricature.

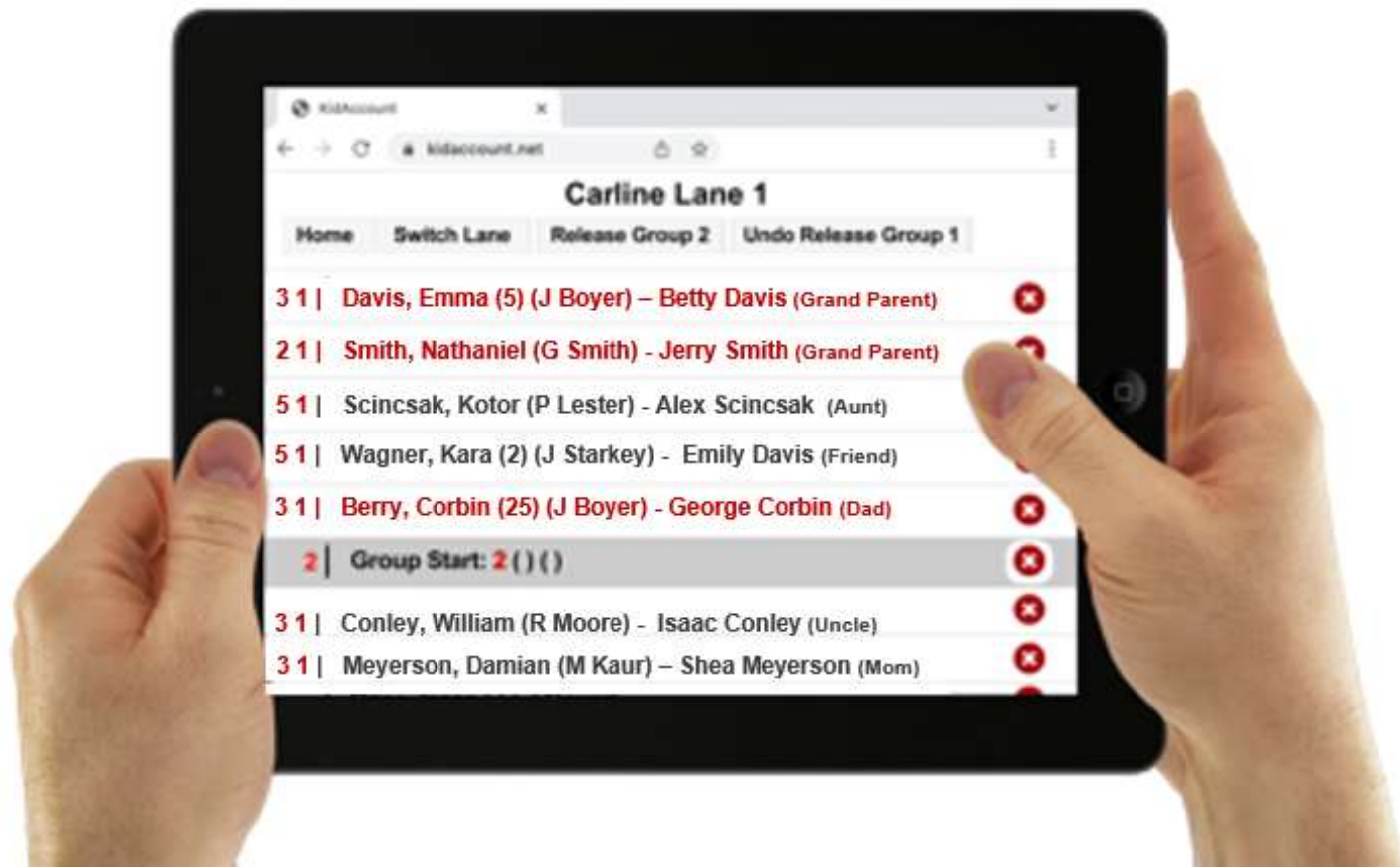
Note: This page refreshes every 30 seconds. We recommend manually refreshing the page to see the latest updates. Student names will be highlighted in red to notify the Dismissal Staff that the student has arrived and is ready for dismissal.



Organize Students

When all students for Group 1 have arrived and are lined up in order and marked red on the screen, send the students to the dismissal staff to load into the cars.

Select the Release Group 4 button as you are beginning to line up groups 2 & 3. This will allow time for the next group to make their way to the dismissal area. You will want to release 2-3 groups ahead so you are not waiting for students to arrive. This will ensure your process is efficient.

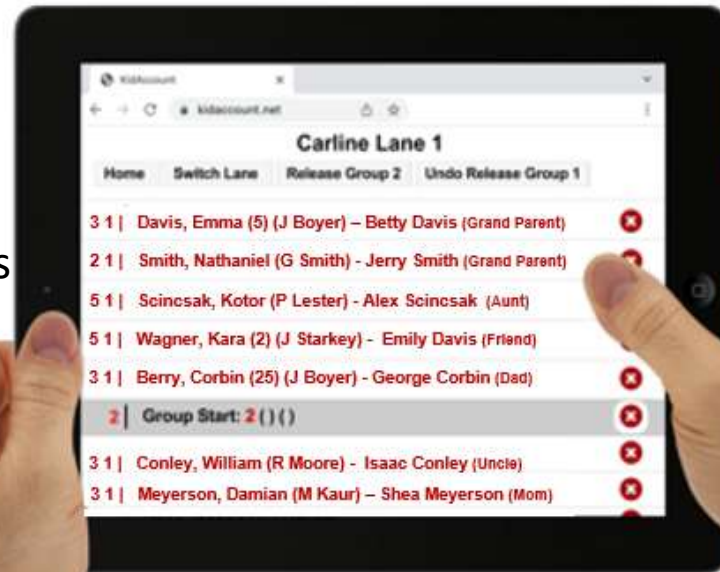


Students are Dismissed

Once a student is released from the classroom and has made it to the dismissal area, the **Dismissal staff** will click the Red X next to the name and the students name will be removed from all areas and added to the dismissal reports.

This will also send a notification to Parents and Guardians using the KIDaccount Parent App that their student has been dismissed in the carline.

Continue this process until all students are released.



Activity is Recorded for Reporting

Carline Report

Student Name	Dismissed By	PUP	Time Dismissed	Status
Cook, Jackson	mbrown	Cook, Crystal	3:08 PM	Dismissed
Dorsett, Lane	mbrown	Tomsitz, Mandi	3:08 PM	Dismissed
Esquivel, Jessica	mbrown	Friend, Dyanna	3:08 PM	Dismissed
Baker, Lillian				In School
Kirk, Uriah	mbrown	Tubbs, Jamie	3:08 PM	Dismissed
Battles, Payton				In School
Battles, Hannah				In School
Shields, Lisa	mbrown	Shields, Charles	3:08 PM	Dismissed

Organizer and Dismissal Staff Best Practices

Designate 1 Organizer and 1 Dismissal staff for each lane in your carline.

Use the Carload icon to access the list of students who have been scanned in.

The Organizer must click “Start Release” for the students to populate on this list and in the classroom.

If you load multiple cars at one time, and you are using Classroom Dismissal, select the “Release Group 1” button.

Release groups 1, 2 & 3 if students are traveling to the dismissal area from the classroom to give students time to arrive in the dismissal area before opening the doors for dismissal.

As students arrive, line them up in order and select their name on the screen to turn them red.

Have your first 2 groups lined up, in order, before opening your doors to begin dismissal.

Remember to continue to click the “Release Group #” button as you release groups to the dismissal staff who is putting students in cars.

Dismissal Staff: Once you have loaded students, click the red X beside their name to dismiss them from all screens and add them to the dismissal report.

Thank You

Questions?

Please contact us at:

CustomerService@kidaccount.com

