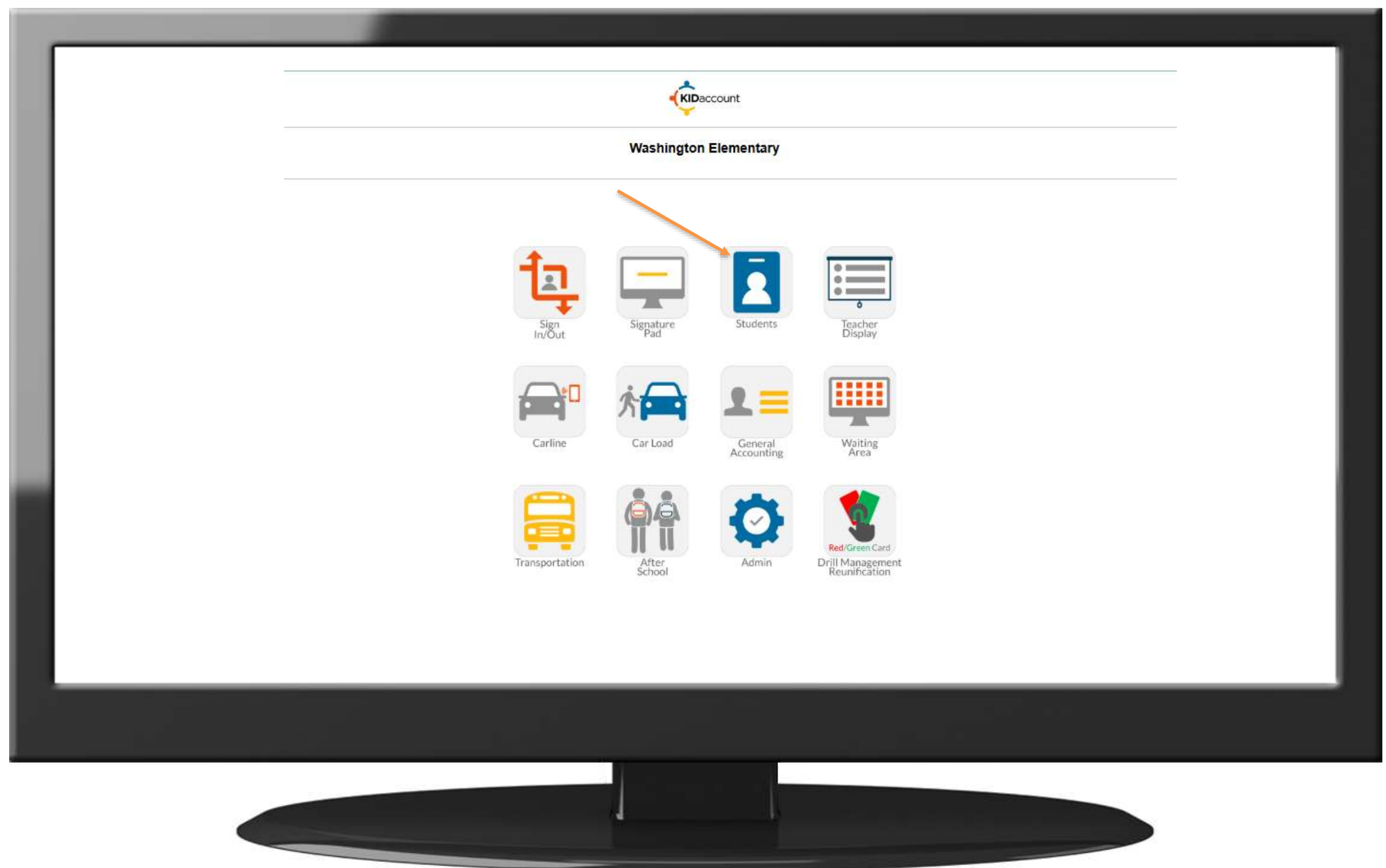# Dismissal Training:
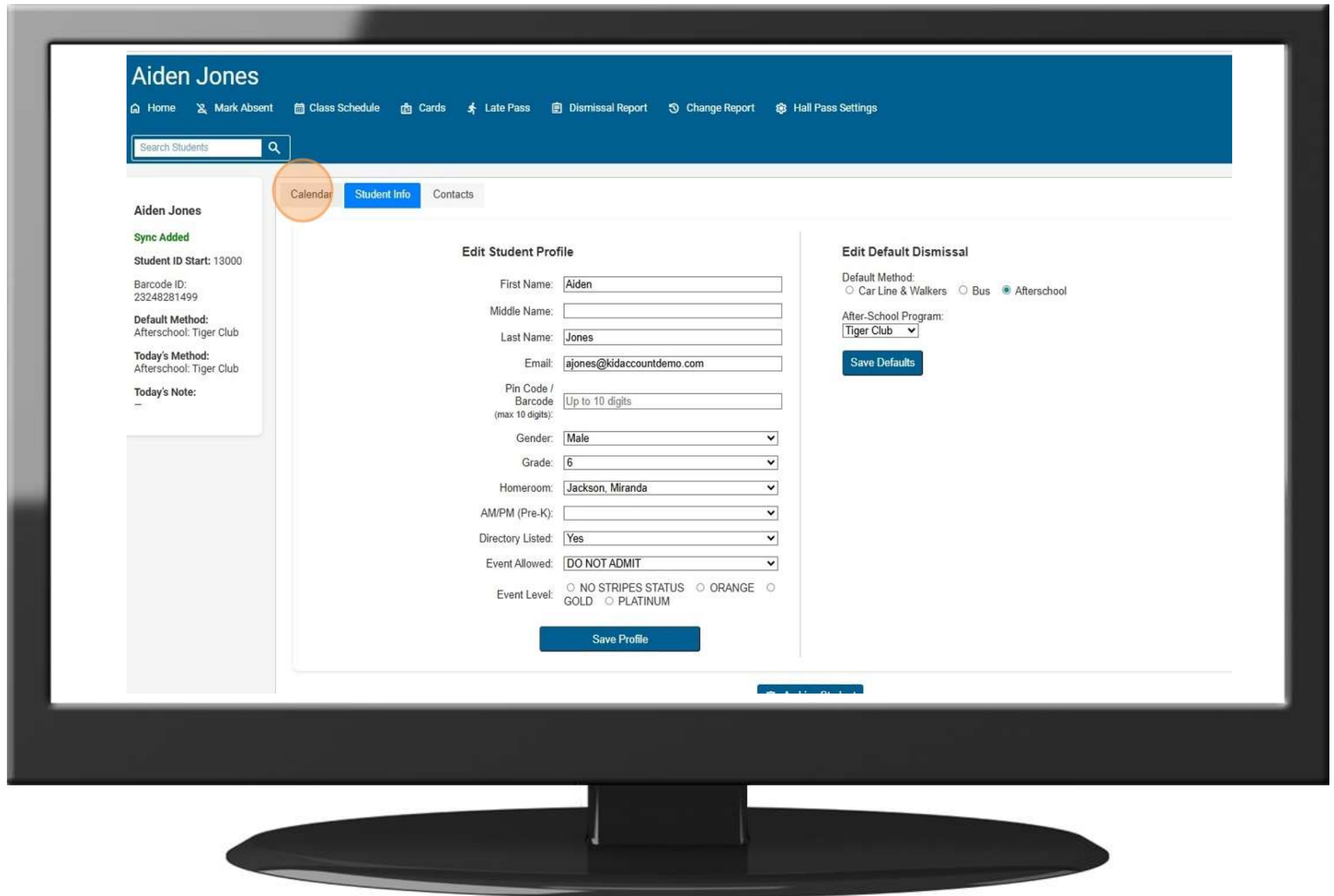# Changing Student Dismissal

Changing Student Dismissals

Daily Dismissal Changes

Changing student dismissal methods in KIDaccount is a breeze. You'll first start by going to the student profile page.
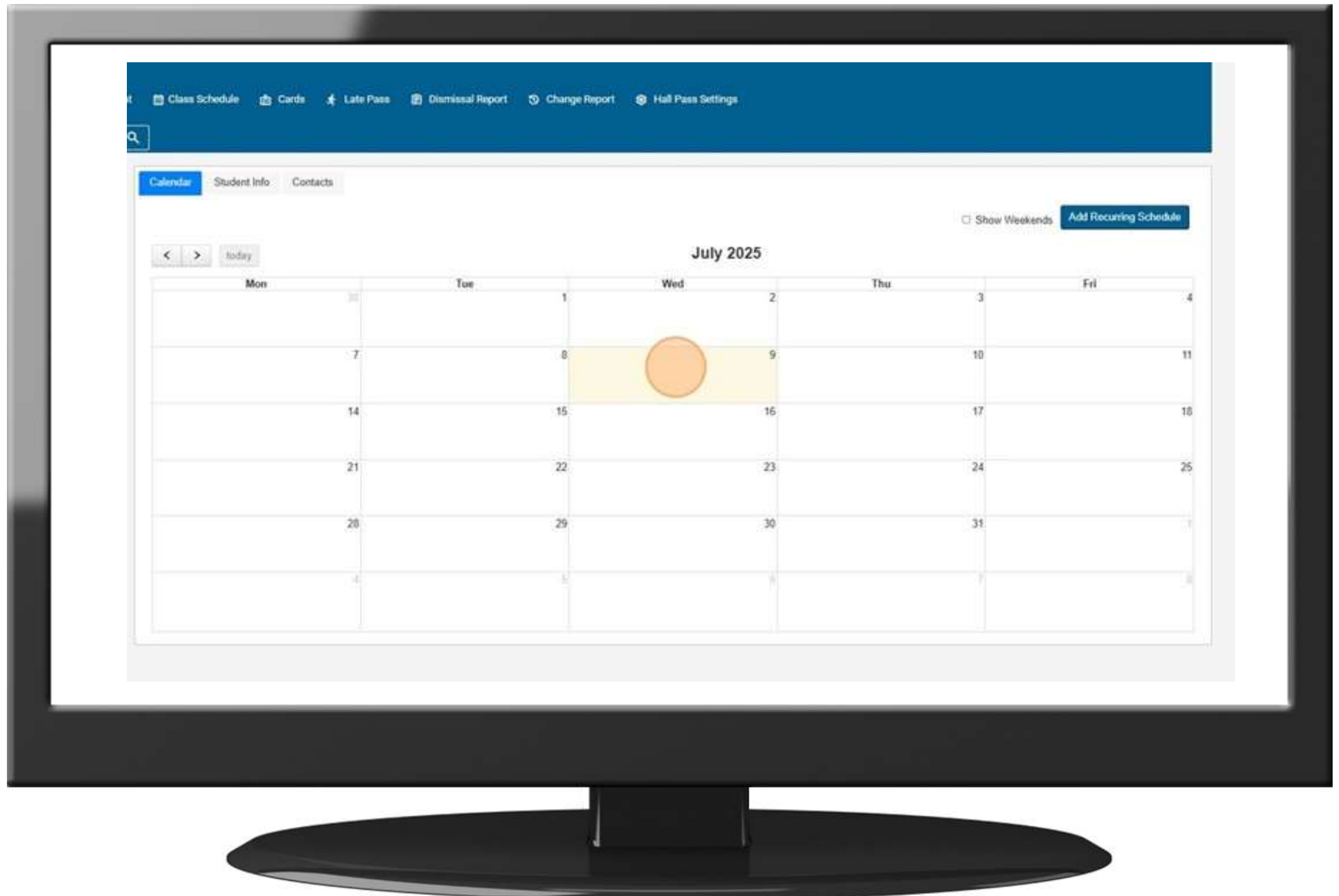
Daily Dismissal Changes

From the student profile page, click on the calendar tab
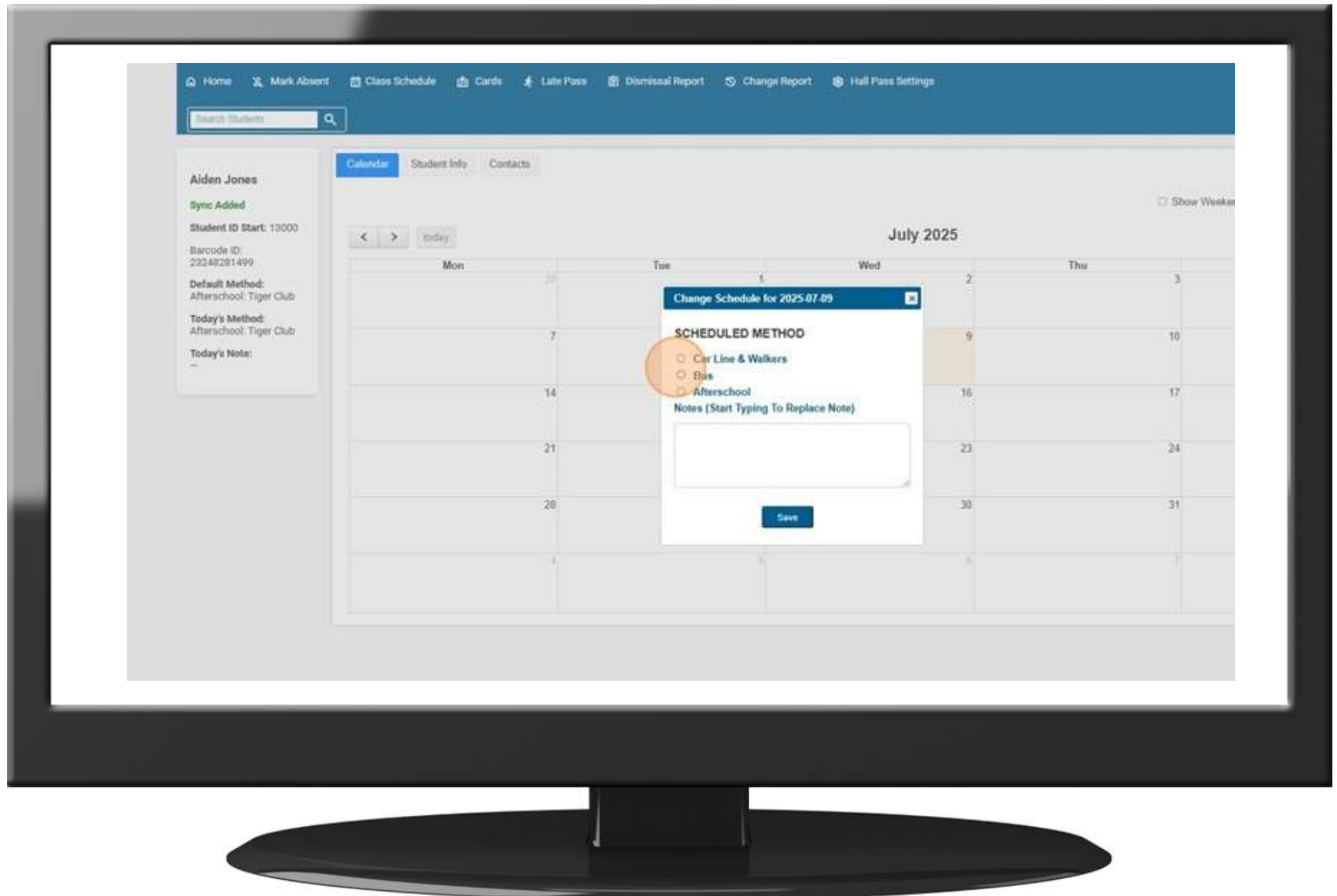
Daily Dismissal Changes

This is where you will make any daily dismissal changes. When you get that phone call and the parent says, "My students can no longer stay for after school. They need to ride the bus home today." You can simply go to their calendar; click on the date you want to change.
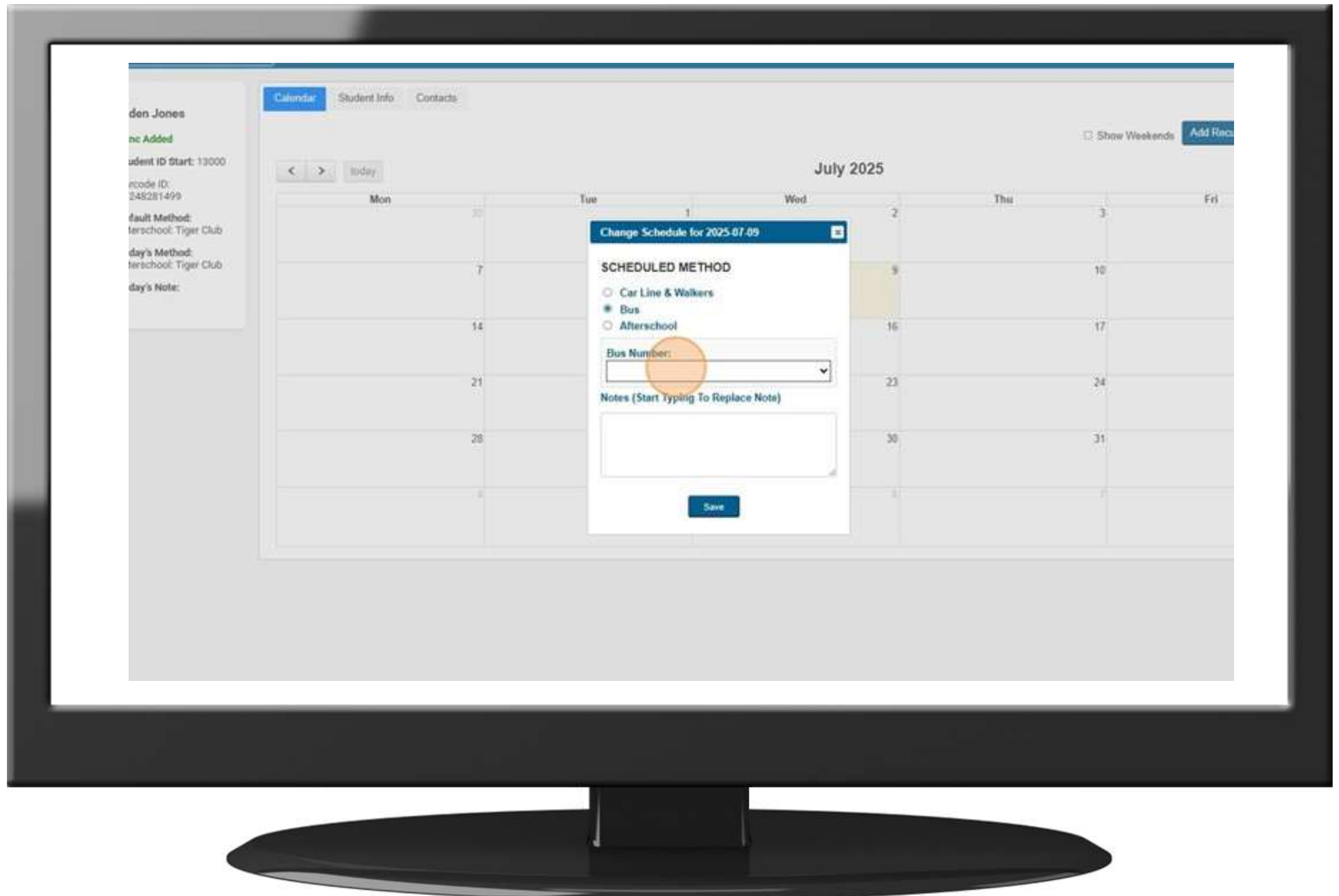
Daily Dismissal Changes

Select the method you want to change them to.

In this case, we will choose Bus.
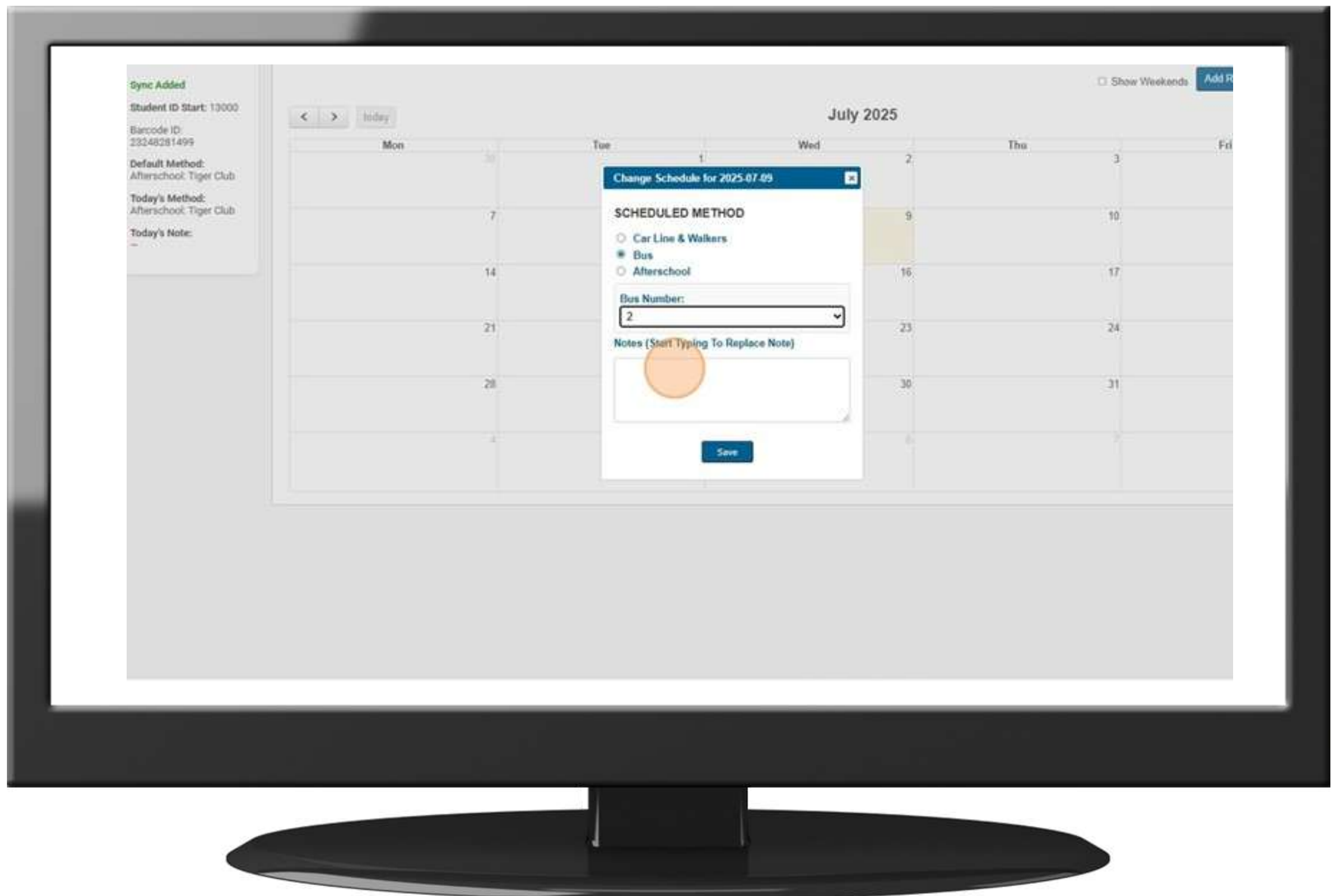
Daily Dismissal Changes

Select the Bus number they will be riding

Daily Dismissal Changes

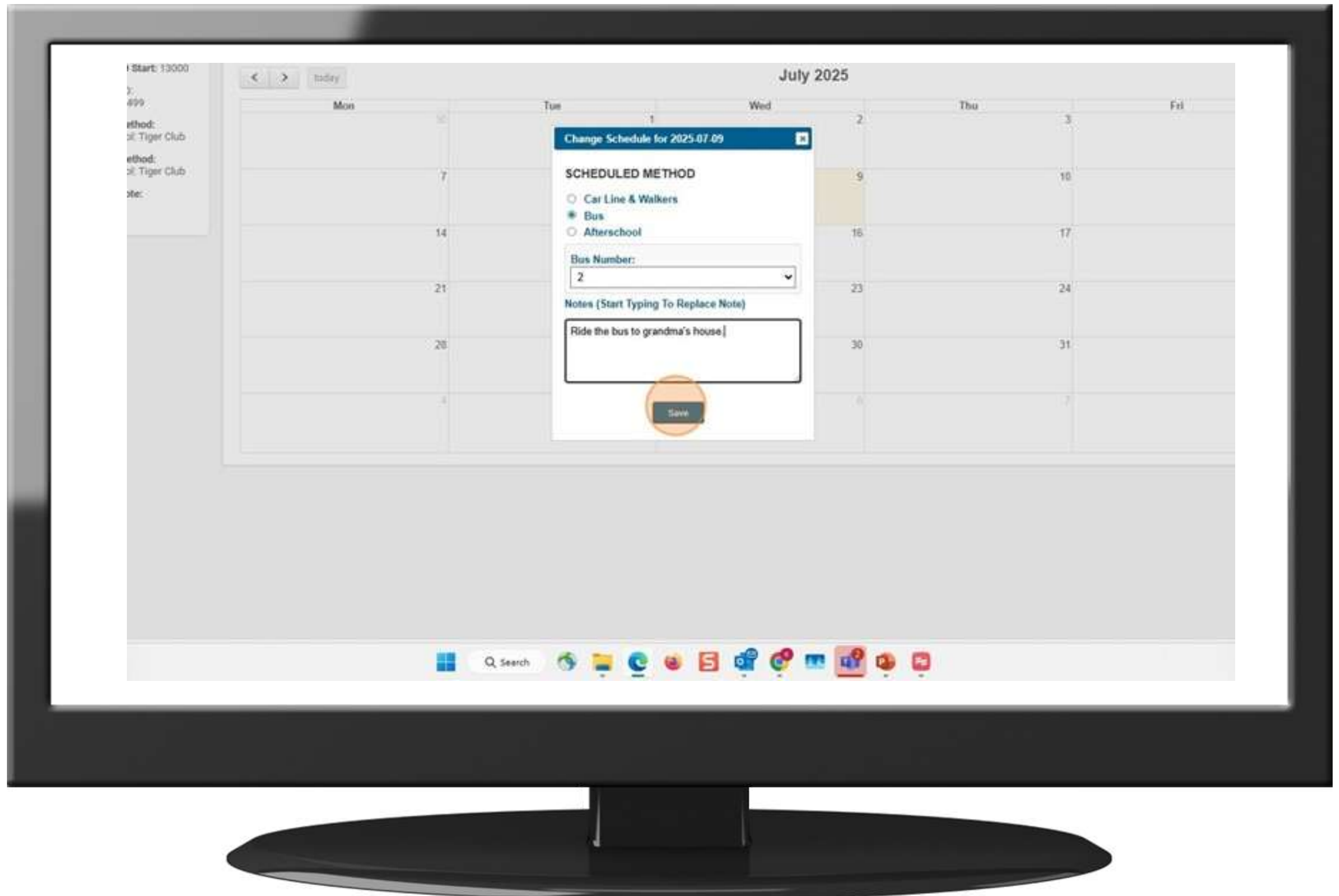Add any notes you wish to communicate to the classroom.

The notes you add will be visible on the Teacher Display and on the Bus Manifest and Ridership.

Daily Dismissal Changes

Click Save when you are finished.

In the classroom and on the Bus Manifest and Ridership, the message "Ride the Bus to Grandma's House will be displayed.

Daily Dismissal Changes

On the student calendar can see that there has been a dismissal change for this bus. On the left-hand side, you can see the default dismissal method. The way that the student dismisses most days is after school Tiger club but today there has been a change, and they're going to ride bus two. And you will see any added notes.
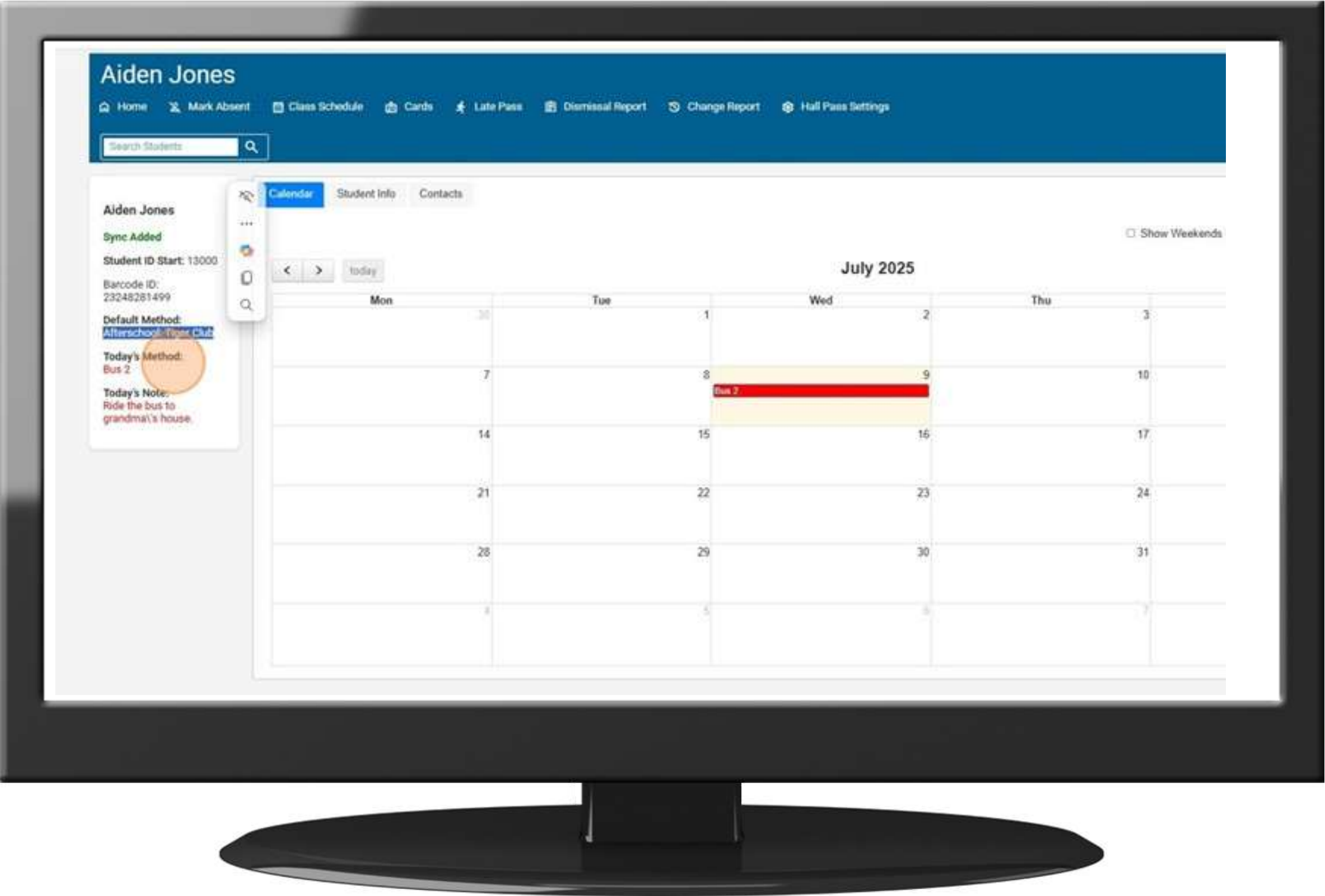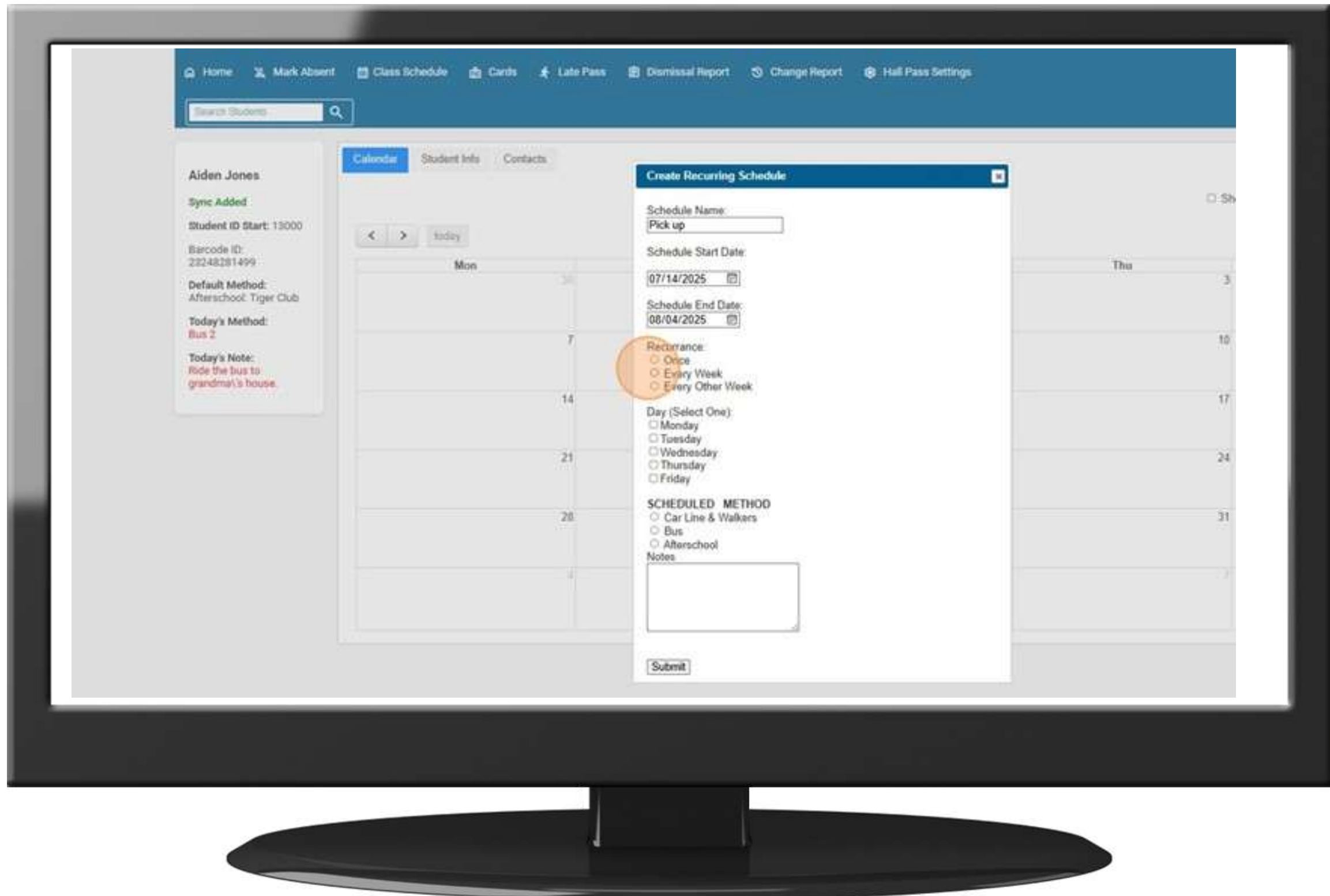
Adding Recurring Schedules

You can also add a recurring schedule. So maybe mom said. Also. On every Monday. I'm going to pick my student up. Click the "Add Recurring Schedule Button".
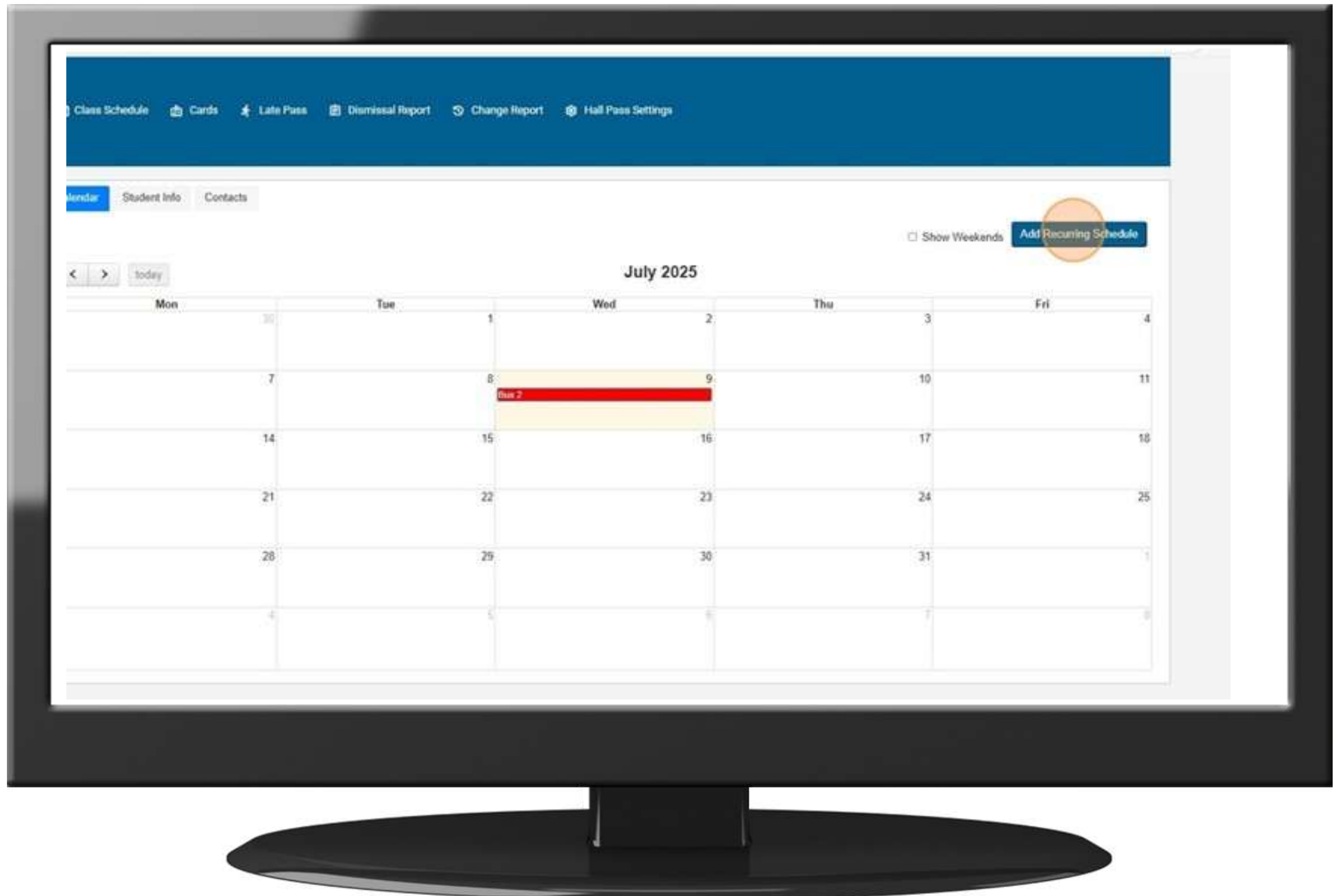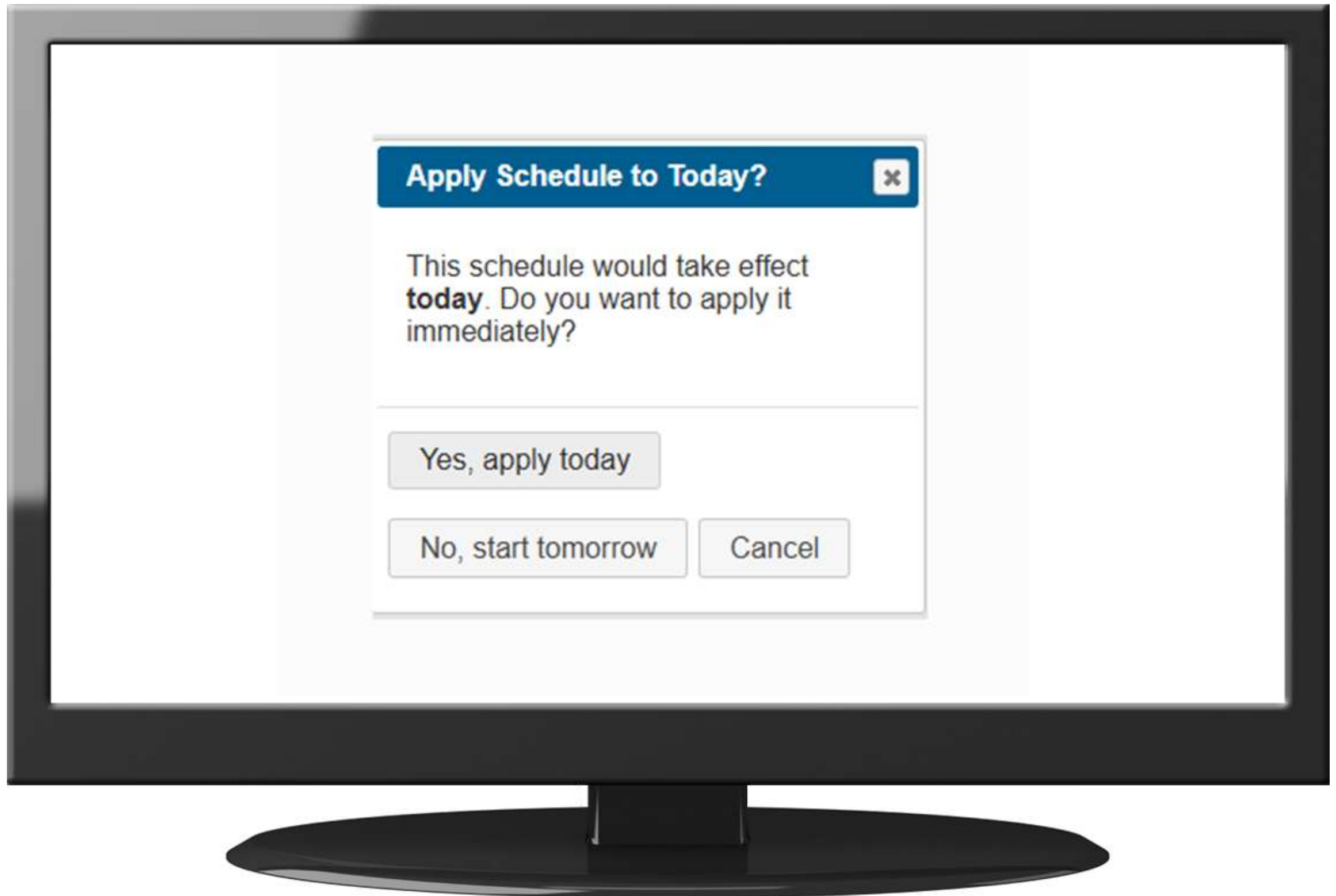
Adding Recurring Schedules

- Name the Schedule
- Choose the Start and End Date
- Choose how often in will recur and what day of the week
- Choose the scheduled Method Change and add any notes
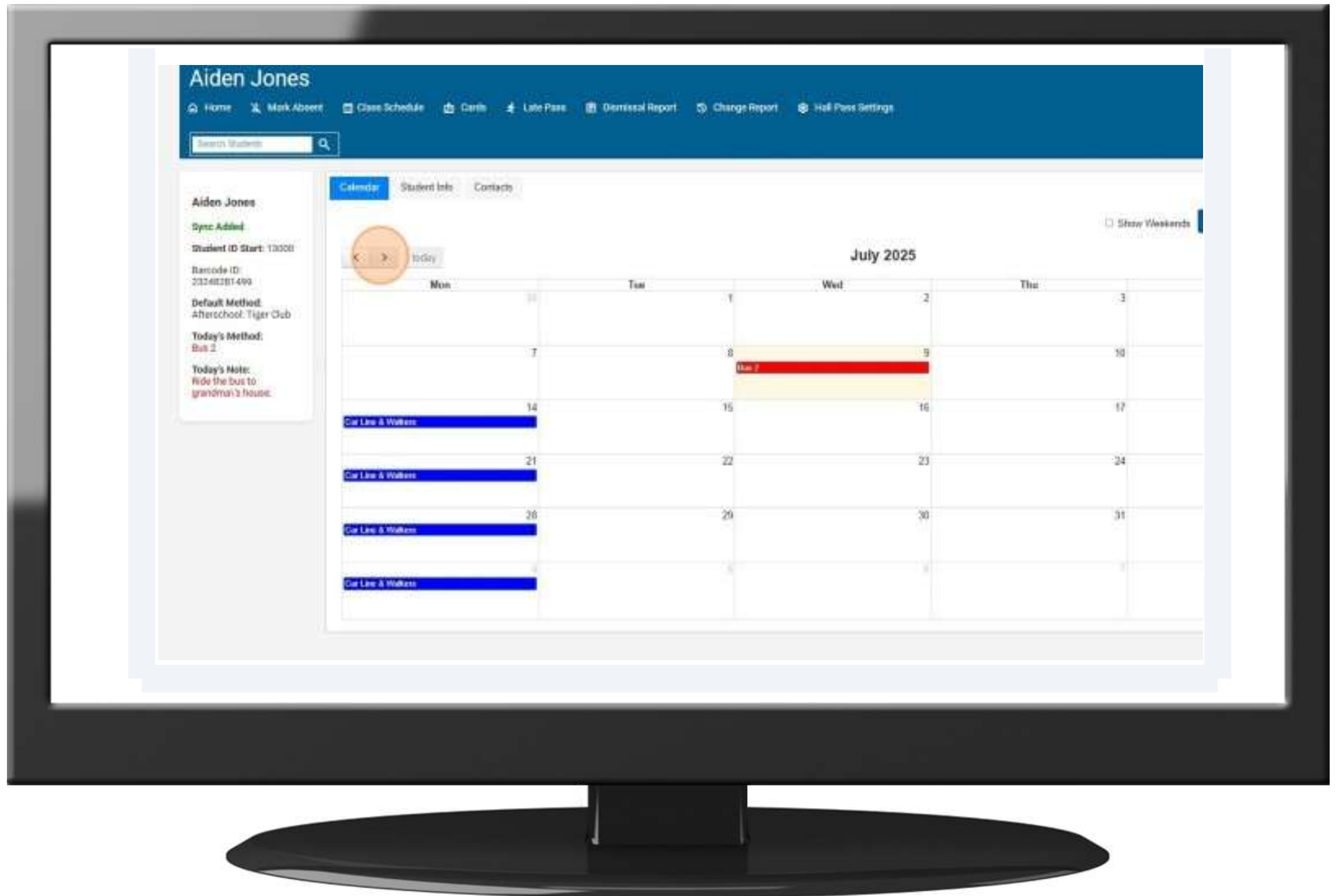- Click the "Submit" button when finished

Adding Recurring Schedules

Once the schedule is saved, you will see a pop-up box asking when you would like the schedule to take effect. Choose the option that best fits your situation.

Adding Recurring Schedules

That schedule will display on the student's calendar, in the Teacher Display, and on the Bus Manifest.

Editing a Schedule

You can edit a schedule by clicking on the date you want to change. If you want to delete this schedule just on the 21st, click on that date.
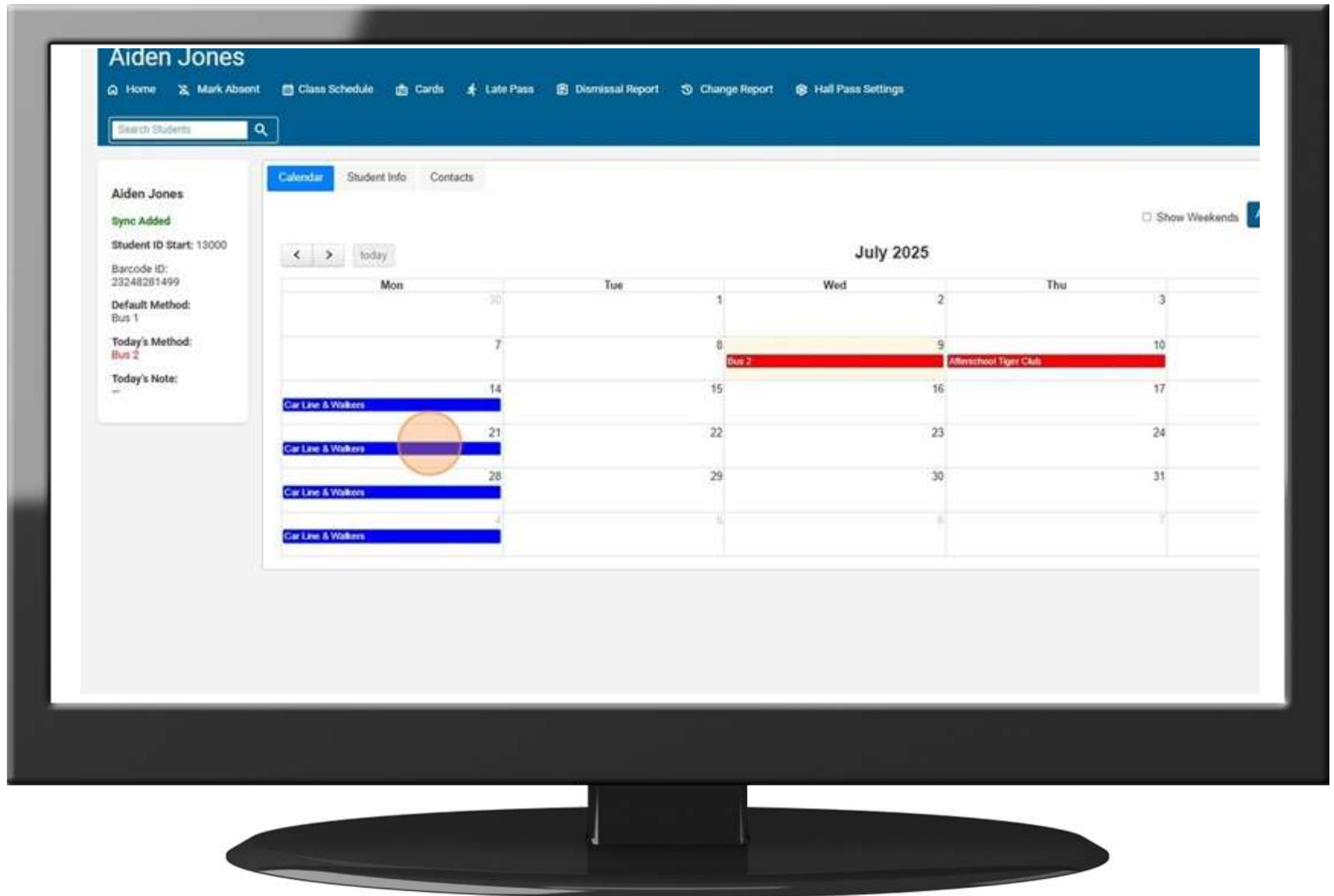
Editing a Schedule

You can edit just that day dismissal, the whole dismissal schedule, delete the day, or delete the whole schedule. In this case, I'm going to delete the day.
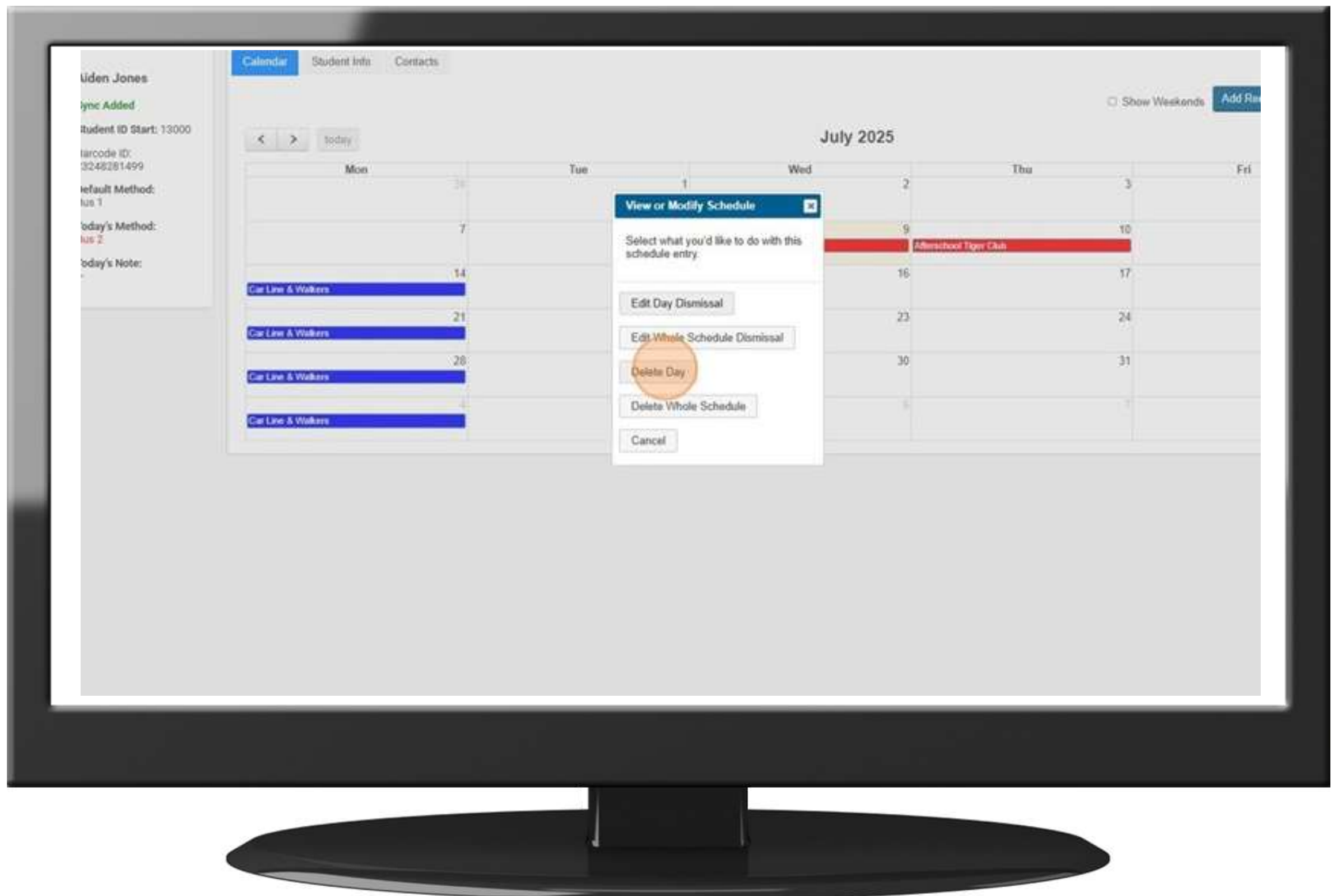
Editing a Schedule

The schedule for just the 21st is gone. You can also modify daily dismissal changes using the same process.
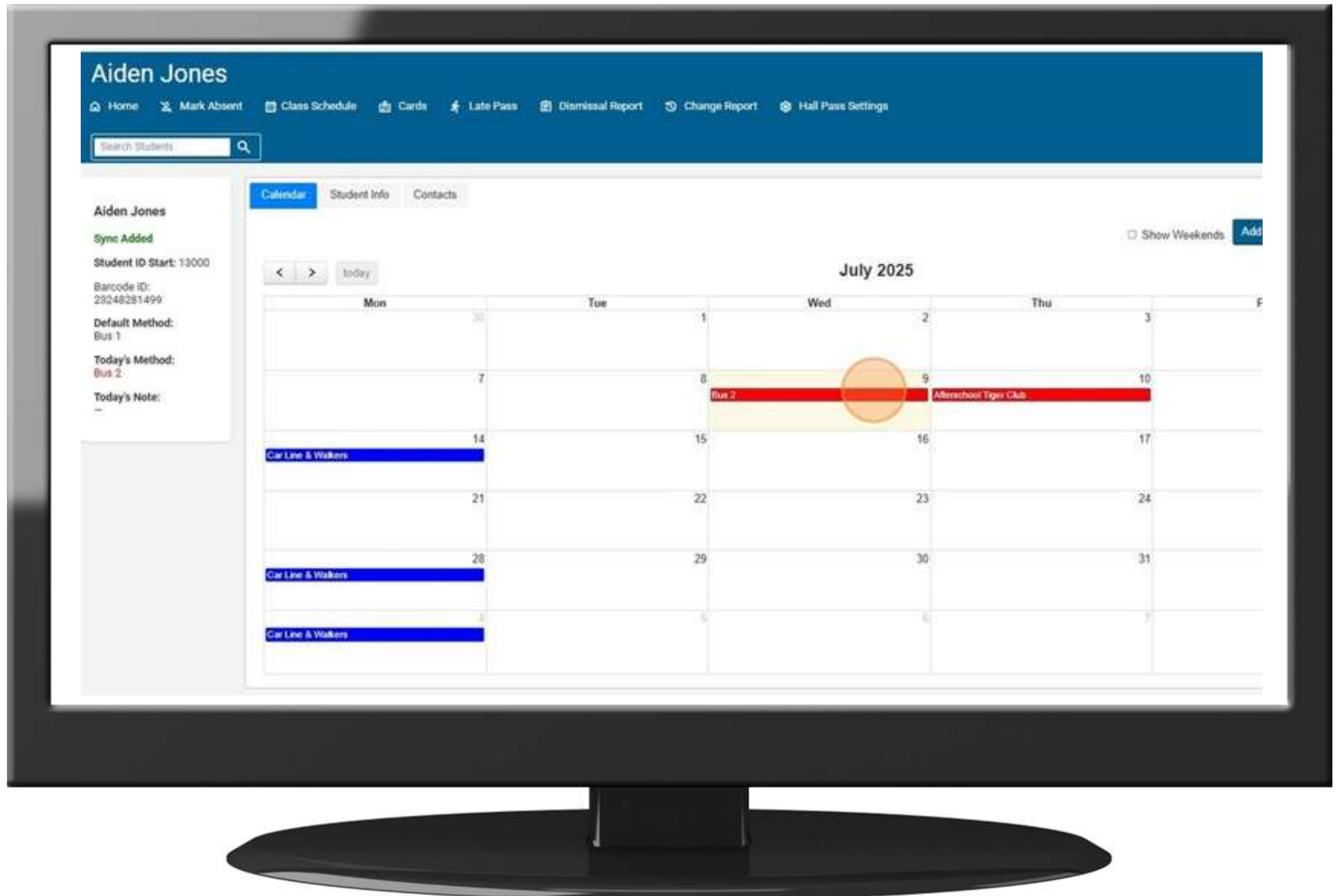
Classroom Communication: Teacher Display

The changes you make for daily dismissal, schedules, and default dismissals will show up on the Teacher Display in real time.
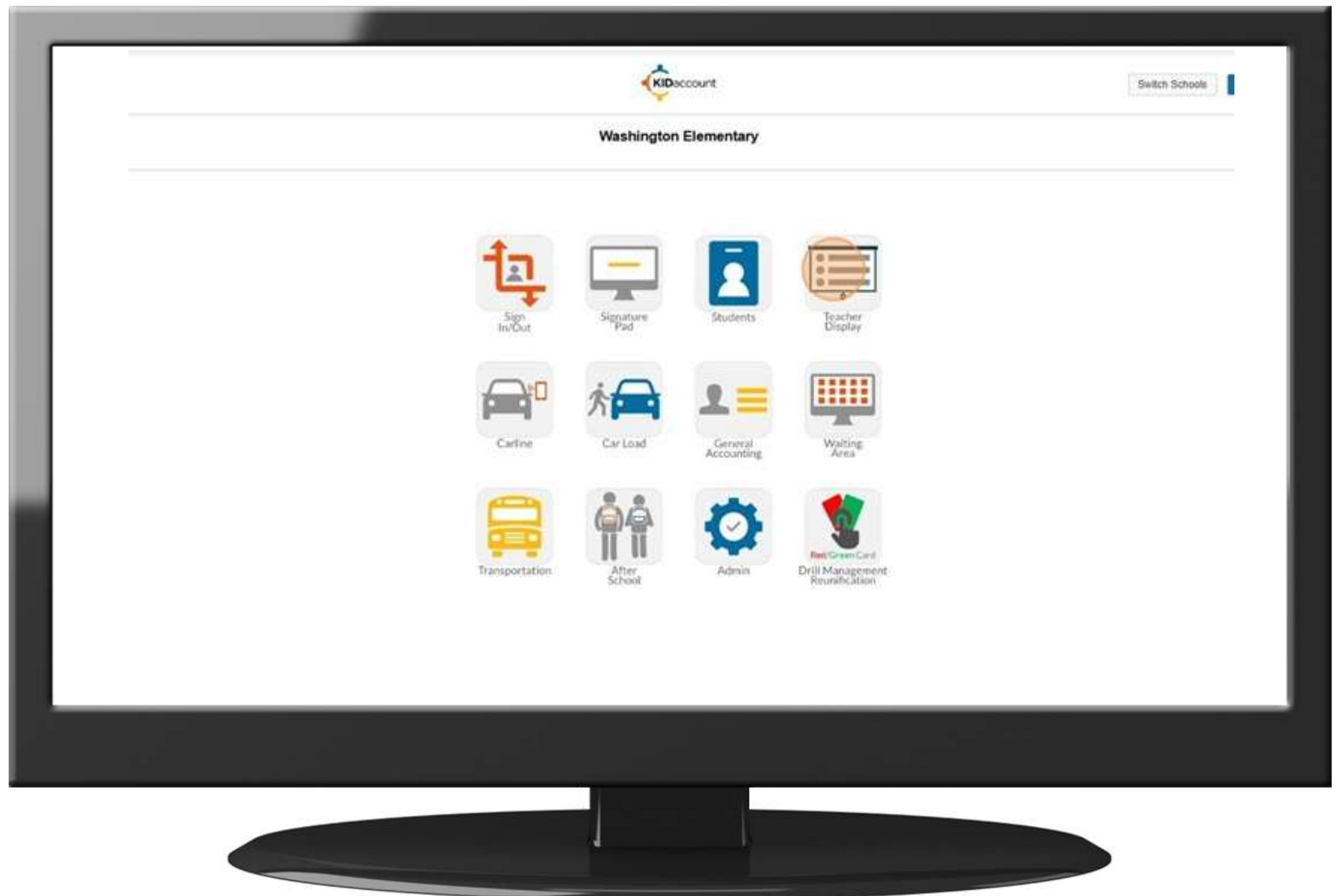
Classroom Communication: Teacher Display

We can see the student we changed from After School is now in the Bus list and is highlighted in red.

Classroom Communication: Teacher Display

The teacher can click on the icon to see the note added in from the office

Changing Default Dismissal
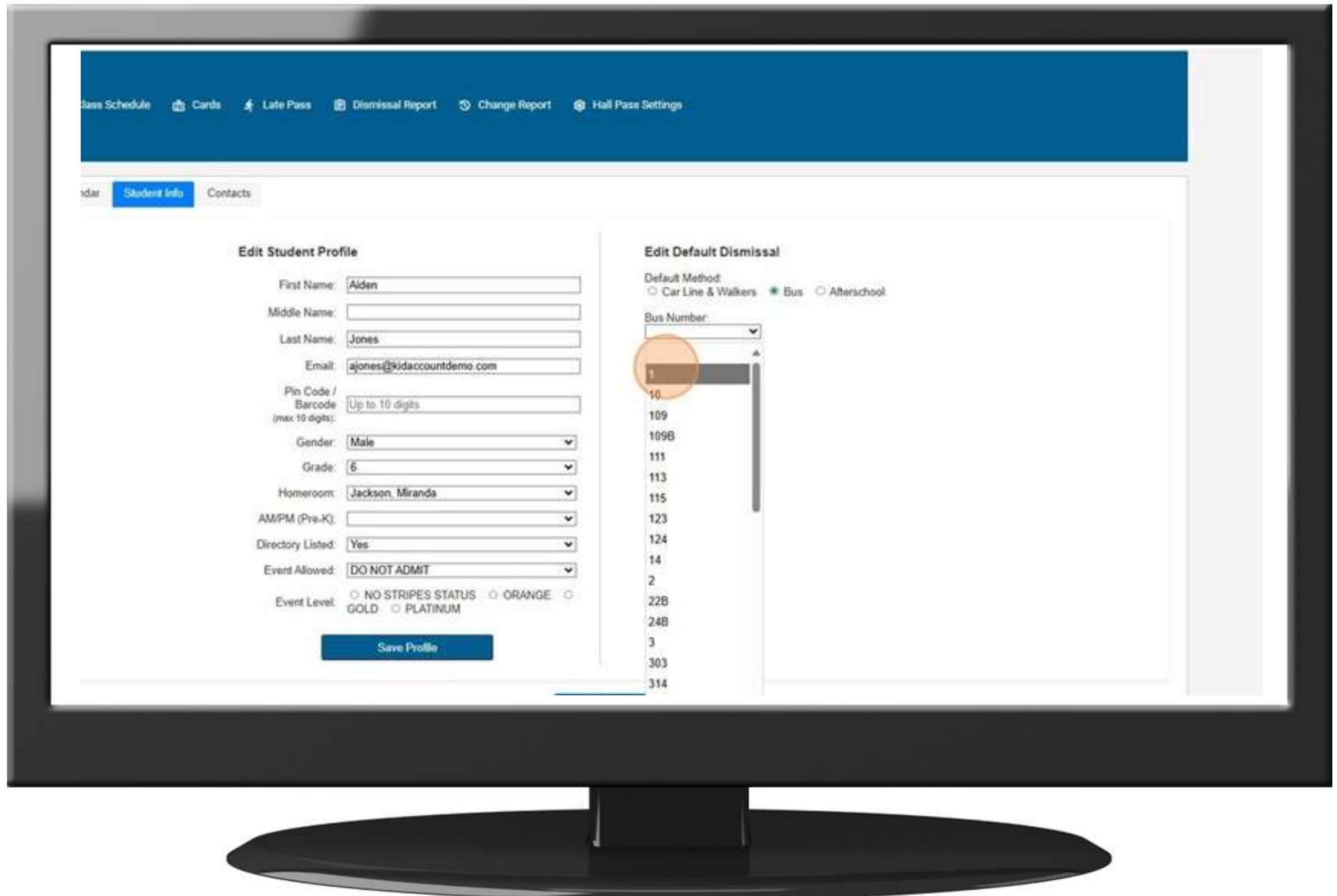
To change a student's default dismissal, click on the "Student Info" Tab. Editing the default dismissal is located on the right side of the page.
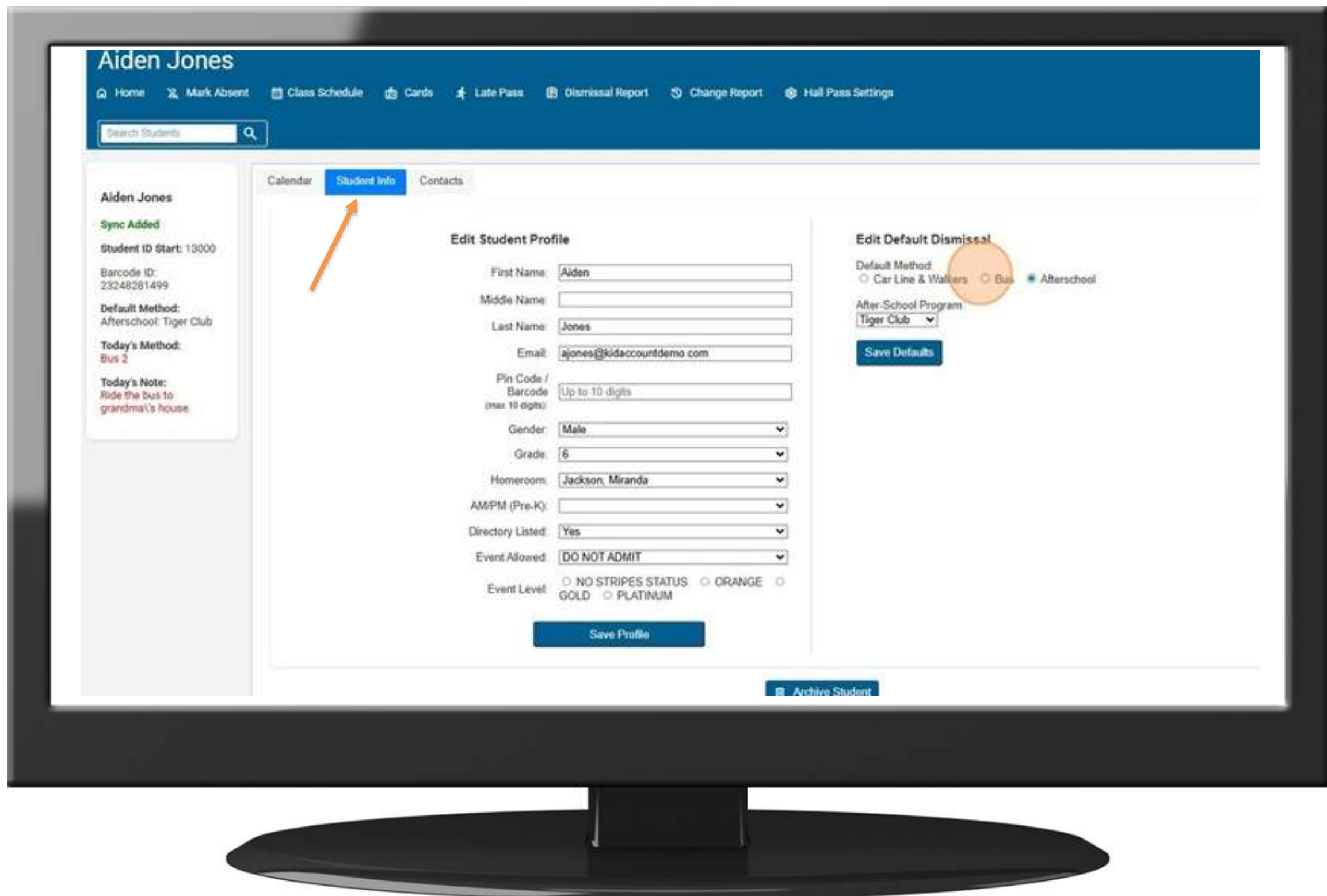
Changing Default Dismissal

To change this student to the bus. Simply click "Bus".

Choose the bus number.

Changing Default Dismissal

Click "Save Defaults"

Changing Default Dismissal

Choose when you want this dismissal change to begin. You can select to update today or update tomorrow.

Thank You

Questions?

Please contact us at:

CustomerService@kidaccount.com

KIDaccount