



SCHOOLPASS

End of Year Checklist

Steps you can take to organize your SchoolPass data and prepare for summer programs or next school year

Integration

- ✓ Students and Parents added to the SIS will automatically be loaded into SchoolPass.
- ✓ Students graded up in SIS will be automatically reflected in SchoolPass.
- ✓ Students and Parents withdrawn from SIS will be automatically withdrawn in SchoolPass.

NOTE: SIS Integrations run overnight. Changes are reflected the next day.

Data Load/Manual Entry

- Delete any Teachers or Staff members who will NOT be returning to campus after the last day of the School Year.
- Add any new teachers/staff.
- Add any new Dismissal Locations and edit or remove any out of date dismissal locations.
- If NOT mapped to the SIS - Send the attached Dismissal Location file for existing students to SchoolPass so we can update the dismissal locations for returning students.

Administrative Tasks

- SchoolPass will back up the database from this school year and clean up any data.
- Activities:
 - Any activities that will return next year need to have the dates updated for next school year. The student enrollments will remain.
 - If you want to clear students from a returning activity, duplicate it and then edit as necessary.
 - Any Activities that are NOT returning next year can be left, but need to be set as "Parent Visibility - Hidden." Once the end date passes the activity will archive.
 - Add new activities, as necessary, and update student enrollments.
- Add/Edit Buses and Bus Stops, as necessary. Returning students will default to the same bus unless changed.

Parent Engagement

- Attached is a sample Welcome Email for parents. Let SchoolPass know if you want to edit that template.
- Provide SchoolPass with the date you would like the parent Welcome Emails to be sent.
- SchoolPass will update your Welcome Email according to your instructions and will deploy it on the date you specify.

Use the step-by-step instruction sheets in this packet and the attached documents to complete the End of Year tasks.

Please do not hesitate to reach out to your Account Manager for assistance or email us at Support@schoolpass.com.



SCHOOLPASS

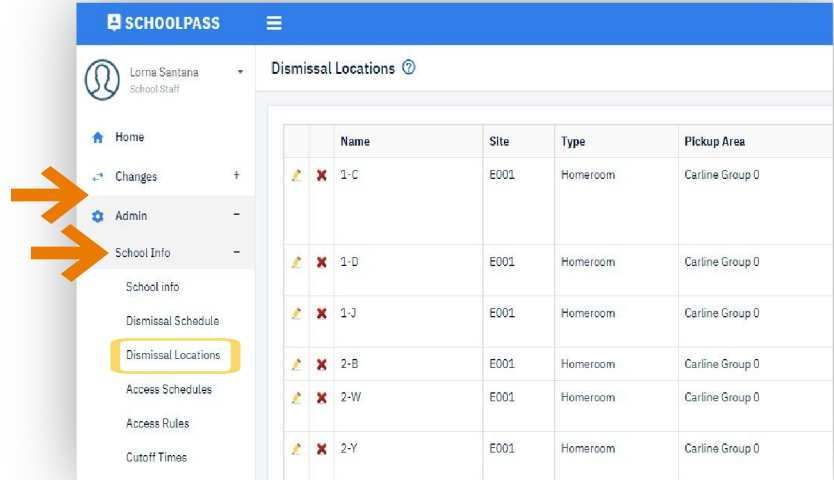


SchoolPass Admin Website

Add, Edit & Delete Dismissal Locations

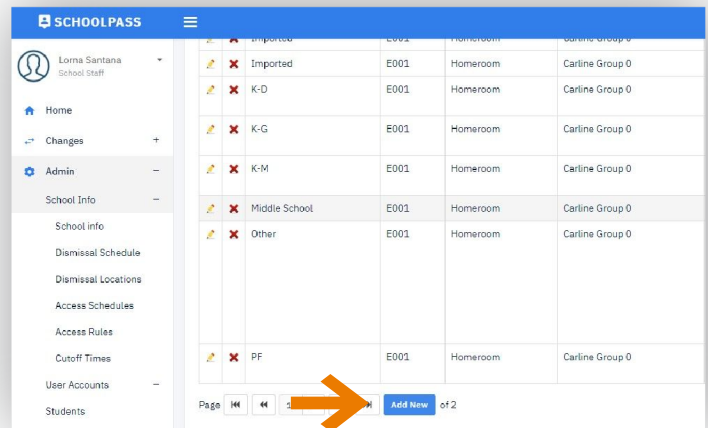
1

From the left menu, choose Admin > School Info. Then select "Dismissal Locations" to populate the list of locations currently in use at your school.



2

To ADD a new Dismissal Location, scroll to the bottom of the page and click the "Add New" button.



3

Complete the information fields.

- Name
- Site
- Pickup Area
- Location Type
- Carline Dismissal Session
- ID (internal, optional)

Edit Dismissal Location

Name:

Site:

Pickup Area:

Location Type:

Carline Dismissal Session:

ID:

4

Click the "Add" button

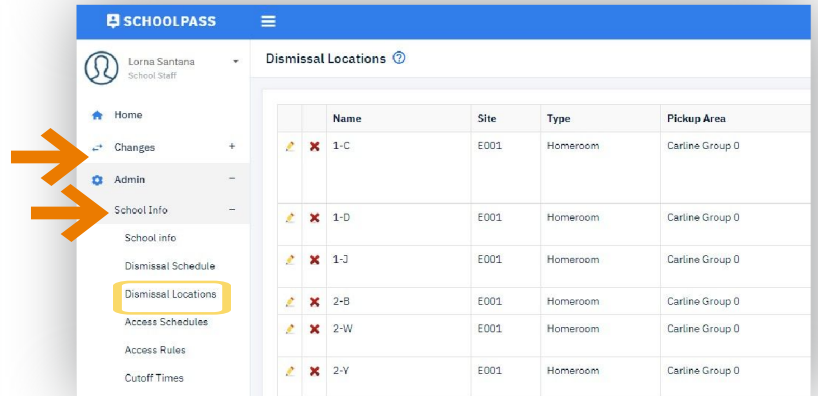


SchoolPass Admin Website

Add, Edit & Delete Dismissal Locations (continued)

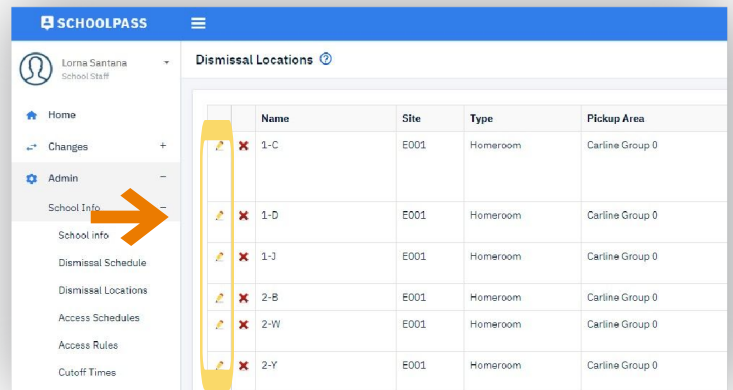
5

To EDIT an existing Dismissal Location, follow Step 1 to open up the Dismissal Locations page.



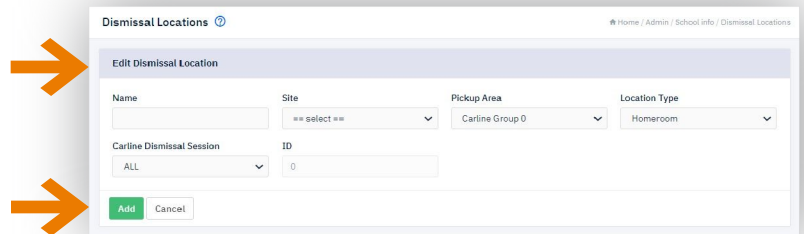
6

Click the "pencil" icon next to location you want to edit to open it.



7

Edit the information fields with updated details for the coming school year.



8

Click the "Update" button



SchoolPass Admin Website

Add, Edit & Delete Dismissal Locations (continued)

9

To DELETE a Dismissal Location, follow Step 1 to open up the Dismissal Locations page

NOTE: Before you can delete a dismissal location, you must remove all students and teachers and uncheck from the dismissal schedule.

Name	Site	Type	Pickup Area
1-C	E001	Homeroom	Carline Group 0
1-D	E001	Homeroom	Carline Group 0
1-J	E001	Homeroom	Carline Group 0
2-B	E001	Homeroom	Carline Group 0
2-W	E001	Homeroom	Carline Group 0
2-Y	E001	Homeroom	Carline Group 0

10

Click the "red X" icon next to location you want to delete.

Name	Site	Type	Pickup Area
1-C	E001	Homeroom	Carline Group 0
1-D	E001	Homeroom	Carline Group 0
1-J	E001	Homeroom	Carline Group 0
2-B	E001	Homeroom	Carline Group 0
2-W	E001	Homeroom	Carline Group 0
2-Y	E001	Homeroom	Carline Group 0

11

Click the "Delete" button to permanently remove the Dismissal Location from the system.

Delete record from the 'Dismissal Location' table?

Name: 1-D

Location Type: Homeroom

Delete Cancel

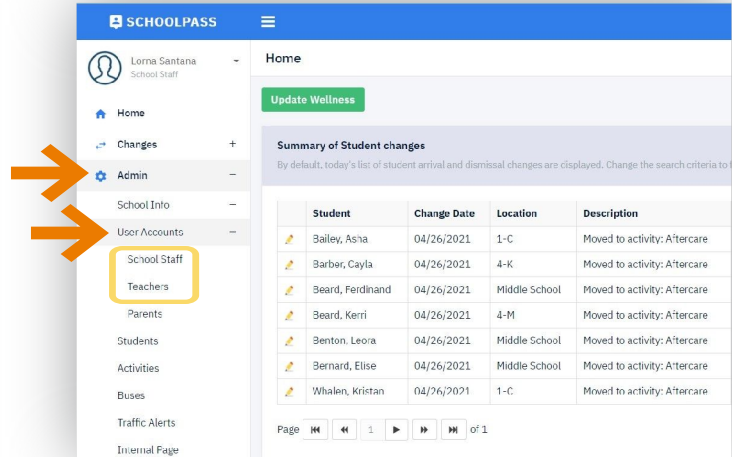


SchoolPass Admin Website

Add, Edit & Delete Teachers and Staff

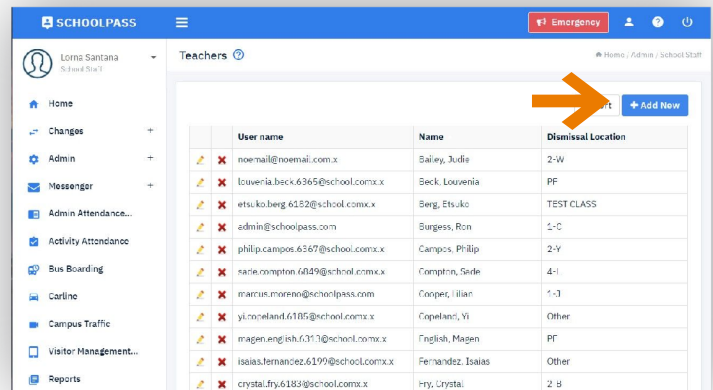
1

From the left menu, choose Admin > User Accounts. Then select either Teacher or School Staff, depending on which demographic you wish to change.



2

To ADD a Teacher or Staff member, click the "Add New" button on the right side of the page.



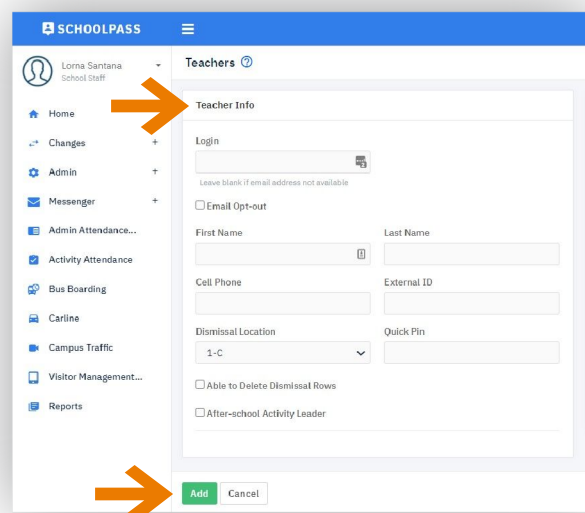
3

Complete the information fields.

- Add login/email address
- Add first name, last name, cell phone, external ID (Staff ID) and dismissal location.
- NOTE: Cell phone number is necessary only if Teachers/Staff need to receive text messages.

4

Click the "Add" button



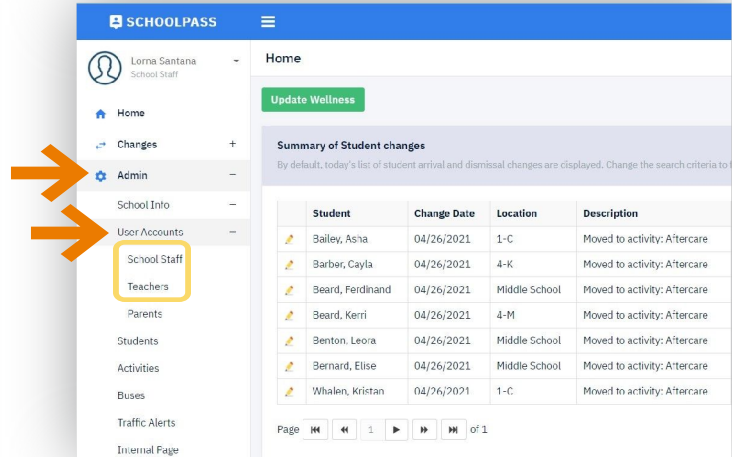


SchoolPass Admin Website

Add, Edit & Delete Teachers and Staff (continued)

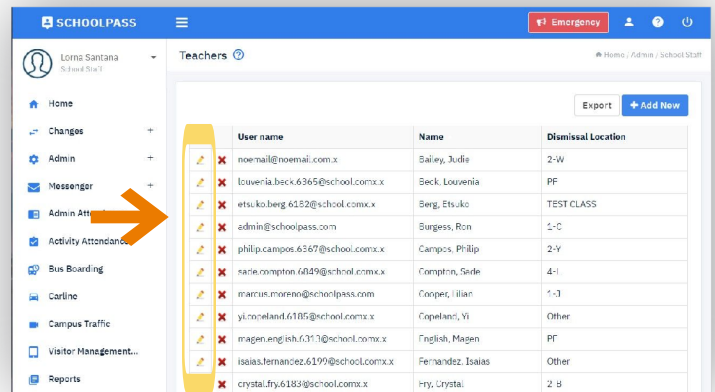
5

To EDIT the record of an existing Teacher or Staff member, follow Step 1 to open up the accounts page.



6

Click the "pencil" icon next to record you want to edit to open it.



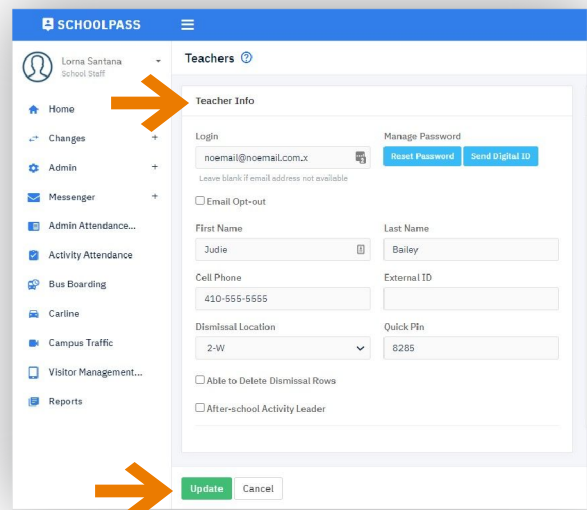
7

Edit the information fields with special attention to:

- New email address
- Change of last name due to marriage or divorce.
- New cell phone number
- Different dismissal location

8

Click the "Update" button



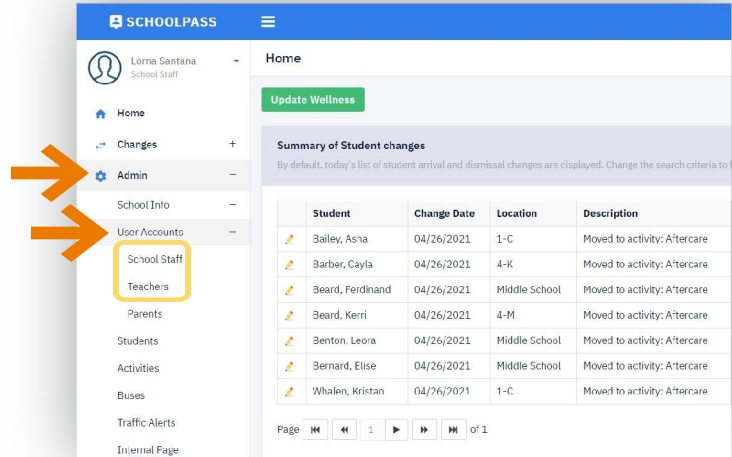


SchoolPass Admin Website

Add, Edit & Delete Teachers and Staff (continued)

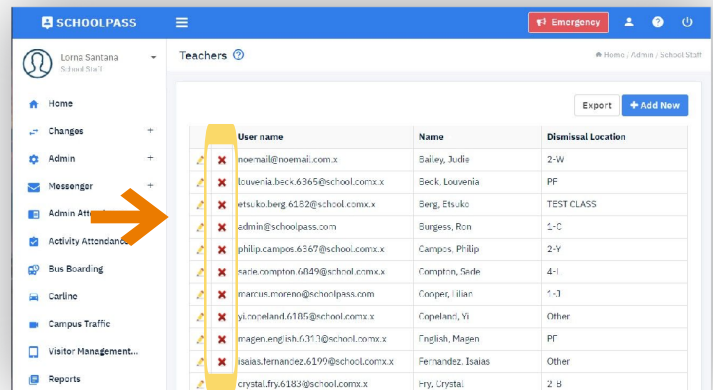
9

To DELETE the record of an existing Teacher or Staff member, follow Step 1 to open up the accounts page.



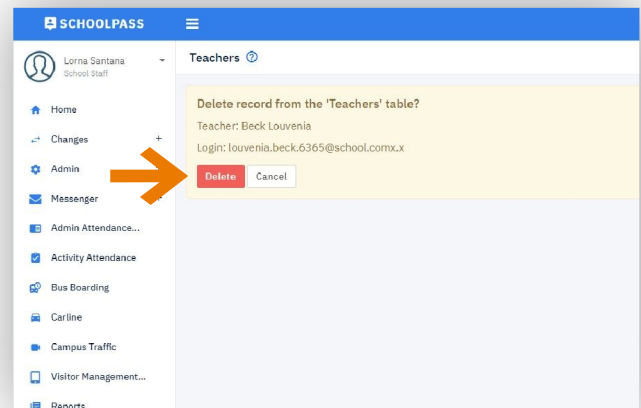
10

Click the "red X" icon next to record you want to delete.



11

Click the "Delete" button to permanently remove the Teacher/Staff record from the system.



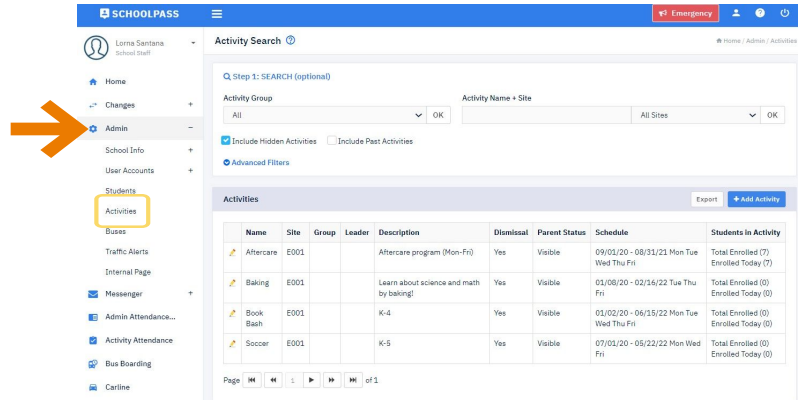


SchoolPass Admin Website

Add & Edit Activities

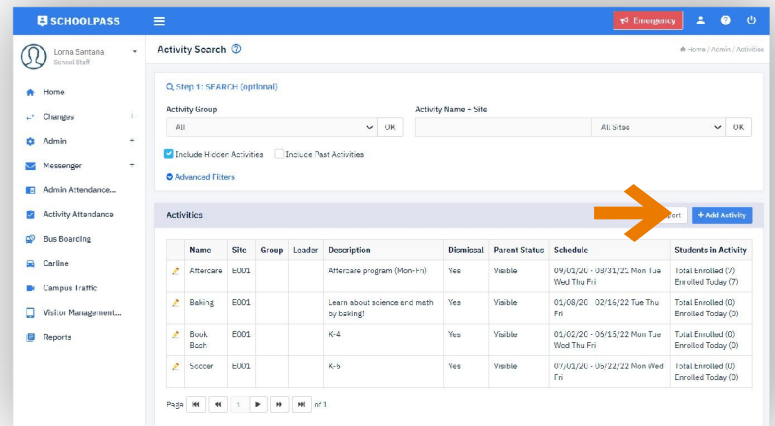
1

From the left menu, choose Admin. Then select "Activities" to populate the list of activities currently offered at your school.



2

To ADD a new Activity , click the "Add Activity" button.



3

Complete the information fields.

- Name
- Description (provide details)



Edit Activity

Activity Information

Name: Description:

Additional fields

Select Grade Level (Optional)

Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade Pre-1st

Middle School

Send Message to Parents

Activity Schedule

[Total Enrolled : 0]
STUDENTS IN ACTIVITY TODAY

4

Click the arrows on the right to expand/collapse 3 other fields.

- Craft a message to parents
- Set the days & times activity is available
- NOTE: You can only enroll students once the activity has been added, so you will come back to this screen to complete that step.





SchoolPass Admin Website

Add & Edit Activities (continued)

5

Click the blue arrow next to "Additional Fields" to expand the box.

The screenshot shows the 'Edit Activity' form in the SchoolPass Admin Website. The 'Additional Fields' section is expanded, revealing several configuration options:

- Name:** Text input field.
- Description:** Text input field.
- Additional Fields:** A blue arrow points to this section, which is expanded to show:
 - Activity Group:** Dropdown menu (None).
 - Activity Leader:** Dropdown menu (All).
 - Parent Visibility:** Dropdown menu (Hidden).
 - Site:** Dropdown menu (All Sites).
 - Parent Notification:** Dropdown menu (Disabled).
 - Dismissal Instruction:** Dropdown menu (Enabled).
 - Allow Move to Student:** Dropdown menu (Disabled).
 - Enrollment Limit:** Text input field (300).
 - Activity Cost:** Text input field (\$0).
 - Create Custom Dismissal Method:** Dropdown menu (Disabled).
 - Dismissal Session Time (for Carline):** Dropdown menu (ALL).
 - Check-in Signature Required:**
 - Check-out Signature Required:**
 - Allow Occasional Use:**
 - Check-out Only:**
 - Show on VM Station:**
 - Show at Dismissal:**
 - Select Grade Level (Optional):** Radio buttons for Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, 5th Grade, and Middle School.

6

Use this list of "Additional Fields" descriptions to guide your customization of the new activity.

- **Activity Group** - Activities can be designated as After Care, Art, Sports, or Other.
- **Activity Leader** - Assign a staff member, if applicable.
- **Parent Visibility** - If marked as 'Hidden' parents cannot enroll their child into the activity. If "Visible", parents can enroll their child into the activity and use the "Move to" feature.
- **Site** - Select the relevant site, from those already created, for this activity.
- **Parent Notification** - If 'Disabled' is selected, parents will not receive a daily notification when the student is checked in to this activity.
- **Dismissal Instruction** - "Enabled" designates the activity as a dismissal activity.
- **Allow Move to Student** - Allows parents to use the 'Move to Student' feature, to pair their student with another student, and attend this activity. If set to 'Disabled' then the new student will not be allowed to join this activity.
- **Enrollment Limit** - Maximum number of students allowed in the activity.
- **Activity Cost** - DO NOT USE
- **Create Custom Dismissal Method** - Designate this as an Activity that appears on the main Changes menu for parents and staff. Usually reserved for activities such as Walker groups.
- **Dismissal Session Time (for Carline)** - What Dismissal session should this activity be associated with.
- **Check-in Signature Required** - Require a staff signature to check a student in to this activity.
- **Check-out Signature Required** - Require an Authorized Driver signature to check a student out of this activity.
- **Allow Occasional Use** - Allow students to participate in an activity occasionally, or to be dropped in.
- **Check-out Only** - Used for an activity where a separate activity arrival and departure time is not necessary. Most often used for students who walk home.
- **Show on VM Station** - Allows you to have students sign in and out of the activity via the Visitor Management iPad or the SchoolPass App.
- **Show at Dismissal** - Indicates that this activity takes place at the dismissal time.
- **Select Grade Level (optional)** - Allows you to restrict the ability for students to join the activity by grade.



SchoolPass Admin Website

Add & Edit Activities (continued)

7

When you finish customizing the activity, collapse the "Additional Fields". Then click "Add Activity" at the bottom of the page.

Edit Activity

Activity Information

Name: _____ Description: _____

Additional fields ▾

Select Grade Level (Optional)

Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade Pre-1st

Middle School

Send Message to Parents ▾

Activity Schedule ▾

[Total Enrolled : 0]

STUDENTS IN ACTIVITY TODAY

Add Activity

8

To EDIT an existing Activity, click on the "pencil icon" next to the activity you want to edit to open it.

SCHOOLPASS

Activity Search

Step 1: SEARCH (optional)

Activity Group: All OK Activity Name / Site: All Sites OK

Include Hidden Activities Include Past Activities

Advanced Filters

Name	Site	Group	Leader	Description	Universal	Parent Status	Schedule	Students in Activity
Aftercare	EO01			Aftercare program (Mon-Fri)	Yes	Visible	05/02/22 - 05/13/22 Mon Tue Wed Thu Fri	Total Enrolled (2) Enrolled Today (7)
Baking	EO01			Learn about science and math by baking.	Yes	Visible	05/08/22 - 05/16/22 Tue Thu Fri	Total Enrolled (0) Enrolled Today (0)
Book Fair	1101		K-4		Yes	Visible	05/02/22 - 05/13/22 Mon Tue Wed Thu Fri	Total Enrolled (0) Enrolled Today (0)
Soccer	EO01		K-5		Yes	Visible	05/02/22 - 05/22/22 Mon Wed Fri	Total Enrolled (0) Enrolled Today (0)

Page 1 of 1

9

Make any changes to the Activity, paying special attention to the notes below. Then, click "Update Activity Info."

- Change the date range for any activities that will be returning next year.
- If an activity is returning next year, the students that are currently enrolled will remain enrolled.
- You will need to manually remove any students who are not returning and enroll any new students in the Activity.

Edit Activity

Activity Information

Name: Aftercare Description: Aftercare program (Mon-Fri)

Additional fields ▾

Select Grade Level (Optional)

Kindergarten 1st Grade 2nd Grade 3rd Grade 4th Grade Pre-1st

Middle School

Update Activity Info **Duplicate**

Send Message to Parents ▾

Activity Schedule ▾

[Total Enrolled : 7]

STUDENTS IN ACTIVITY TODAY **Edit List**

10

If you want to clear students from a returning activity, DUPLICATE it and then edit as necessary.



SchoolPass Admin Website

Enroll Students in Activities

1

From the left menu, choose Admin. Then select "Activities" to populate the list of activities currently offered at your school.

The screenshot shows the SchoolPass Admin Website interface. On the left sidebar, the 'Admin' menu is expanded, and 'Activities' is highlighted with an orange box and an orange arrow pointing to it. The main content area displays the 'Activity Search' section with filters for Activity Group, Activity Name + Site, and checkboxes for 'Include Hidden Activities' and 'Include Past Activities'. Below this is a table of activities with columns for Name, Site, Group, Leader, Description, Dismissal, Parent Status, Schedule, and Students in Activity.

Name	Site	Group	Leader	Description	Dismissal	Parent Status	Schedule	Students in Activity
Aftercare	E001			Aftercare program (Mon-Fri)	Yes	Visible	09/01/20 - 08/31/21 Mon Tue Wed Thu Fri	Total Enrolled (7) Enrolled Today (7)
Baking	E001			Learn about science and math by baking!	Yes	Visible	01/08/20 - 02/16/22 Tue Thu Fri	Total Enrolled (0) Enrolled Today (0)
Book Bash	E001			K-4	Yes	Visible	01/02/20 - 06/19/22 Mon Tue Wed Thu Fri	Total Enrolled (0) Enrolled Today (0)
Soccer	E001			K-5	Yes	Visible	07/01/20 - 05/22/22 Mon Wed Fri	Total Enrolled (0) Enrolled Today (0)

2

To change the student enrollments in a specific activity, click the "pencil" icon next to the activity you wish to change.

This screenshot is similar to the first one, but an orange arrow points to the pencil icon in the 'Students in Activity' column for the 'Baking' activity row, indicating the edit action.

3

Once the "Edit Activities" page opens, click "Edit List" at the bottom right to change the student enrollments.

The screenshot shows the 'Edit Activity' page for the 'Aftercare' activity. It includes fields for Name and Description, a section for 'Additional fields' with grade level checkboxes (Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, Pre-1st, Middle School), and buttons for 'Update Activity Info' and 'Duplicate'. At the bottom, there is a section for 'Activity Schedule' and a summary line: '[Total Enrolled : 7] STUDENTS IN ACTIVITY TODAY'. An orange arrow points to the 'Edit List' button in the bottom right corner.



SchoolPass Admin Website

Enroll Students in Activities (continued)

4

To REMOVE students from the activity list, check the box next to their name and click the red "Remove" button. Then choose whether you want to remove the selected students permanently or for today only.



Remove Selected Student(s)
Remove Selected Student(s) (today only)

<input type="checkbox"/>	Student	Classroom	
<input checked="" type="checkbox"/>	Bailey, Asha	1-C	Delgado, Inez
<input checked="" type="checkbox"/>	Barber, Cayla	4-K	Morrow, Josefa
<input checked="" type="checkbox"/>	Beard, Ferdinand	Middle School	Hess, Mia
<input type="checkbox"/>	Beard, Kerri	4-M	Mcconnell, Kina
<input type="checkbox"/>	Benton, Leora	Middle School	Conner, Micki
<input type="checkbox"/>	Bernard, Elise	Middle School	Salinas, Mammie
<input type="checkbox"/>	Whalen, Kristan	1-C	Whalen, Jen

5

To ADD students to an activity list, click the "Add Student(s)" button to open the student list.

Remove Selected Student(s)
Remove Selected Student(s) (today only)

<input type="checkbox"/>	Student	Classroom	
<input checked="" type="checkbox"/>	Bailey, Asha	1-C	Delgado, Inez
<input checked="" type="checkbox"/>	Barber, Cayla	4-K	Morrow, Josefa
<input checked="" type="checkbox"/>	Beard, Ferdinand	Middle School	Hess, Mia
<input type="checkbox"/>	Beard, Kerri	4-M	Mcconnell, Kina
<input type="checkbox"/>	Benton, Leora	Middle School	Conner, Micki
<input type="checkbox"/>	Bernard, Elise	Middle School	Salinas, Mammie
<input type="checkbox"/>	Whalen, Kristan	1-C	Whalen, Jen

6

Check the box next to the names of the students you want to add to the activity. Then click the "Add Selected Student(s)" button.

Add selected student(s)

<input type="checkbox"/>	Name	Dismissal Location	Bus/Carpool/Other
<input checked="" type="checkbox"/>	Bailey, Asha	1-C	► Moved to activity: Aftercare ► Default : 644 - Stewart
<input type="checkbox"/>	Beltran, Hector	1-C	► Default : Bus G - Dunwoody [Blackwater Rd]
<input checked="" type="checkbox"/>	Blankenship, Crystal	1-C	► Assigned To : ► Assigned To :
<input type="checkbox"/>	Booker, Lynette	1-C	► Default : 305 - Leblanc
<input checked="" type="checkbox"/>	Bowman, Sherril	1-C	► Default : 246 - Braun
<input type="checkbox"/>	Brandt, Katy	1-C	► Default : Bus G - Dunwoody [Blackwater Rd]
<input type="checkbox"/>	Castillo, Alexandria	1-C	► Default : 568 - Hardy
<input type="checkbox"/>	Cohen, Brette	1-C	► Default : 456 - Cooper
<input type="checkbox"/>	Figueroa, Hoa	1-C	► Default : Bus G - Dunwoody [Laurel Rd]
<input type="checkbox"/>	Foster, Deja	1-C	► Default : 393 - Sandoval

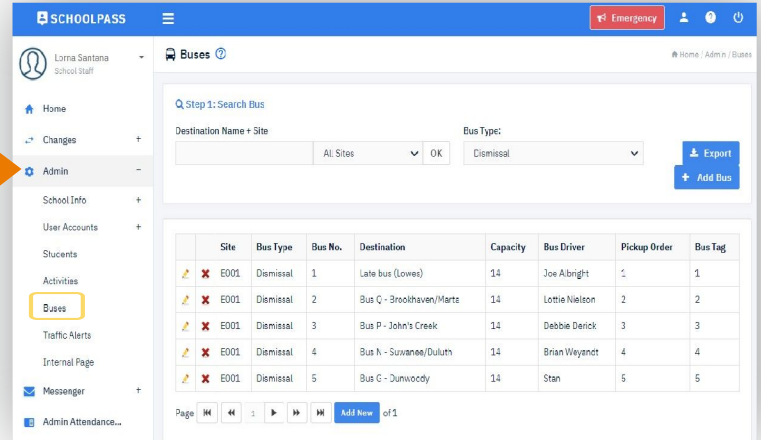


SchoolPass Admin Website

Add, Edit & Delete Bus Info

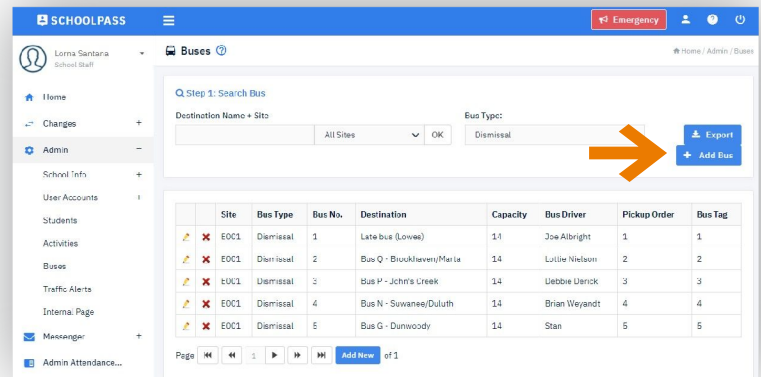
1

From the left menu, choose Admin. Then select "Buses" to populate the list of buses currently in use at your school.



2

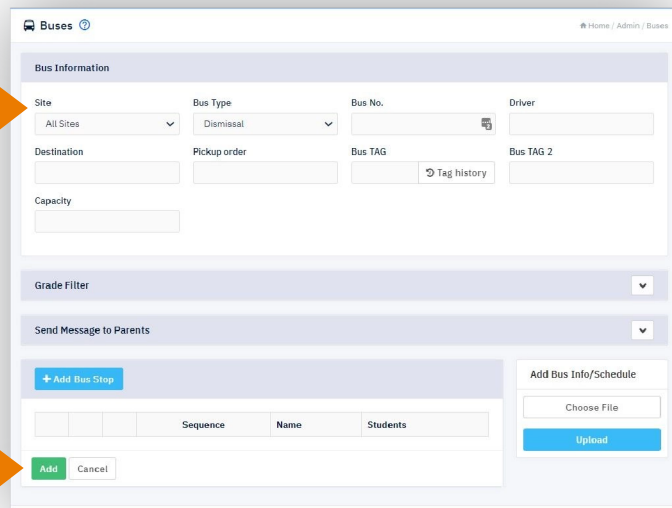
To ADD a new Bus, click the "Add Bus" button on the right side of the page.



3

Complete the information fields.

- Site
- Bus Type
- Bus No. - 4 character unique identifier
- Driver - first and last name
- Destination
- Pickup order
- Bus TAG - if you use RFID readers
- Capacity



4

Click the "Add" button





SchoolPass Admin Website

Add, Edit & Delete Bus Info (continued)

5

Also in this box, you can click on the arrows to expand the additional fields and add some optional information.

- Grade Filter - restrict by grade
- Send Message to Parents - return to this if you want to send a message to parents about the status of this bus specifically.

The screenshot shows a web interface with two main sections. The top section is titled 'Grade Filter' and contains a 'Select Grade Level (Optional)' section with checkboxes for Kindergarten, 1st Grade, 2nd Grade, 3rd Grade, 4th Grade, Pre-1st, and Middle School. Below this is a 'Send Message to Parents' section with a text input field and a 'Send' button. At the bottom, there is a table with columns for 'Sequence', 'Name', and 'Students', and an 'Add Bus Stop' button. To the right, there is an 'Add Bus Info/Schedule' section with a 'Choose File' button and an 'Upload' button.

6

To ADD, EDIT or DELETE a Bus Stop within a specific bus route, click on the "Add Bus Stop" button.

This screenshot is similar to the previous one, but the 'Add Bus Stop' button is highlighted with an orange arrow, indicating the next step in the process.

7

From this box, you can:

- Enter new bus stop names and save them by clicking "Add Bus Stop."
- Bulk upload a Bus Info/Schedule spreadsheet
- Delete any bus stops that will no longer be in use.

The screenshot shows a table of bus stops. The table has columns for 'Sequence', 'Name', and 'Students'. The rows are:

Sequence	Name	Students
0	None Selected	0
1	Main Street	0
2	Blake Corner	1
3	42nd Street	3

 Each row has '[Up]', '[Down]', and '[Delete]' buttons. An 'Add New Stop' button is at the top right, and an 'Update' button is at the bottom left. An 'Add Bus Info/Schedule' section with 'Choose File' and 'Upload' buttons is on the right. Orange arrows point to the 'Add New Stop' button and the 'Update' button.

8

Click the "Update" button



SchoolPass Admin Website

Add, Edit & Delete Bus Info (continued)

9

To EDIT an existing Bus, click the "pencil" icon next to the bus you want to edit.

SCHOOLPASS

Emergency

Lorna Santana School Staff

Buses

Q Step 1: Search Bus

Destination Name + Site: All Sites OK Bus Type: Dismissal

Export Add Bus

Site	Bus Type	Bus No.	Destination	Capacity	Bus Driver	Pickup Order	Bus Tag
✖ E001	Dismissal	1	Late bus (Loves)	14	Joe Albright	1	1
✖ E001	Dismissal	2	Bus Q - Brookhaven/Marta	14	Lottie Nielson	2	2
✖ E001	Dismissal	3	Bus P - John's Creek	14	Debbie Derick	3	3
✖ E001	Dismissal	4	Bus N - Suwanee/Duluth	14	Brian Weyandt	4	4
✖ E001	Dismissal	5	Bus G - Dunwoody	14	Stan	5	5

Page 1 of 1 Add New

10

Edit the information fields with updated details for the coming school year.

Bus Information

Site: Wesleyan (Lower School) Bus Type: Dismissal Bus No.: 2 Driver: Lottie Nielson

Destination: Bus Q - Brookhaven/Marta Pickup order: 2 Bus TAG: Bus TAG 2

Capacity: 14

Grade Filter: [v]

Send Message to Parents: [v]

+ Add Bus Stop

Sequence Name Students

[Up] [Down] [Delete] 0 None Selected 0

Update Cancel

Add Bus Info/Schedule

Choose File Upload

11

Click the "Update" button

12

To DELETE a bus, click the red "X" icon next to the bus name.

SCHOOLPASS

Emergency

Lorna Santana School Staff

Buses

Q Step 1: Search Bus

Destination Name + Site: All Sites OK Bus Type: Dismissal

Export Add Bus

Site	Bus Type	Bus No.	Destination	Capacity	Bus Driver	Pickup Order	Bus Tag
✖ E001	Dismissal	1	Late bus (Loves)	14	Joe Albright	1	1
✖ E001	Dismissal	2	Bus Q - Brookhaven/Marta	14	Lottie Nielson	2	2
✖ E001	Dismissal	3	Bus P - John's Creek	14	Debbie Derick	3	3
✖ E001	Dismissal	4	Bus N - Suwanee/Duluth	14	Brian Weyandt	4	4
✖ E001	Dismissal	5	Bus G - Dunwoody	14	Stan	5	5

Page 1 of 1 Add New



Welcome to SchoolPass

Dear Joseph Adkins,

Opening Paragraph

The Demo83School would like to welcome you to SchoolPass, a system used to manage and communicate arrival and dismissal changes. Please follow the instructions below to setup your profile.

STEP 1 Setup your SchoolPass Profile:

- Go to: <https://demo83.school-pass.net>
- Use your Email/ID and password (provided below)
- If you are logging in for the first time, you will be required to setup your security question/answer
- Once you are logged in, click on the Profile icon (top right) to view/edit your profile

Name:	Joseph Adkins
Carpool #/Name:	679 - Murphy
Email ID:	toyemclean@gmail.comxx
Temporary Password:	237657

STEP 2 Download the SchoolPass Parent App:



Contact Info

Please contact The SchoolPass Team (Schoolpass.com) with any questions, or for product-related questions contact support@schoolpass.com.

SchoolPass

Signature Lines

Custom Message

Special Instructions

Once you log in to the website, please click on the Update Defaults link for your child.