

Parent User Guide



SCHOOLPASS

What is SchoolPass™?

An online tool that empowers you as a parent to:

- Set up a transportation plan for your student – let the school know how your student gets home every day
- Manage changes to your student's arrival and dismissal when needed
- Automatically notify the right staff, teachers, and other parents when changes are made
- Self-manage authorized driver lists – make sure the school knows who is authorized to pick up your student

It also allows the school to:

- Account for how students are arriving and leaving the school
- Help the school prepare for an organized and timely dismissal process
- Know where every student is supposed to go at the end of the day



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Logging in to your SchoolPass account

1. Find and download the SchoolPass app in your App Store:



School Pass 2017-18
Education

A screenshot of the SchoolPass app login screen. At the top, it shows the AT&T carrier, signal strength, time (4:48 PM), and battery level. Below the status bar is the SchoolPASS logo. The main content area has a background image of a school bus. It contains a 'Change School' link, an 'E-mail' input field, a 'Password' input field, a 'Remember me' checkbox, a yellow 'Login' button, a blue 'Login with Facebook' button, a link to 'Terms of Use', a 'Forgot your password?' button with a warning icon, and a 'Need help?' button with an information icon. The footer says 'Copyright © MHR Technologies, Inc.'

AT&T 4:48 PM

SCHOOLPASS

Change School

E-mail

Password

☐ Remember me

Login

f Login with Facebook

By using this app, you agree to the [Terms of Use](#).

⚠️ Forgot your password?

i Need help?

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2. Login using the credentials that were sent to you in the Welcome email:

- School code
- Email address
- Temporary password

3. Customize your account:

- Create your own password
- Answer the security question



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How to: revise your student's Default dismissal instruction

*Student “Defaults” are how the student is dismissed every day, during the regular course of events. Once the defaults are set up at the beginning of the year or term, they do not change. All changes to the student’s dismissal are made through the **Make Changes** options in this guide.*

- To make a change to your student’s Default dismissal instruction, you MUST login to the web browser version of SchoolPass.
- Use the same login information (email address and password) as you use in the app
- Tap **Change Defaults** next to the student’s name
- Select the correct Default from the pull-down menu, then **Update**

**Note: If you need to change your student’s Default Dismissal instruction after the initial setup period is over and it’s locked, please contact your school administrator.*

The top screenshot shows the SchoolPass 'Home' page. It features a navigation bar with a home icon and a user profile. The main content area includes an 'ARRIVAL & DISMISSAL CALENDAR' for June 2018, a 'STUDENT(S)' list with 'Amin, Kiran' highlighted, and a 'MAKE CHANGES' button. The bottom screenshot shows the 'STUDENT INFO' page for 'Amin, Kiran'. It displays 'STUDENT DEFAULTS' with a 'Dismissal Defaults' section highlighted by a red box. A red arrow points from the 'Update Defaults' link in the top screenshot to the 'Dismissal Defaults' section in the bottom screenshot.



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How to: add Authorized Drivers to your account

Use **Authorized Drivers** on the main menu to add names of people who are allowed to pick up your student(s) from school

- Tap **Authorized Drivers**. You will see a list of drivers for your account.
- Tap **Add**
- At minimum, fill in the **First** and **Last Name** of the driver. You may also add their contact information and relationship to the student(s) – this is optional

****If you enter an email address for this person, they will receive a Welcome email from SchoolPass, and will be able to make changes to your student's dismissal instructions. If you do not wish this person to have an account, leave the email BLANK. Then they will be allowed to pick up your student but will NOT be allowed to make any dismissal changes to the student's schedule.****

- Tap **Save**

The image displays two screenshots of the SchoolPass mobile application. The left screenshot shows the main menu with the 'Authorized Drivers' option highlighted by a red rectangular box. A red arrow points from this box to the right screenshot. The right screenshot shows the 'Add Driver' form, where the 'First Name' and 'Last Name' input fields are highlighted by a red rectangular box. The form includes fields for 'Email address (optional)', 'Home Phone', 'Cell Phone', and 'Relationship', along with 'Save' and 'Cancel' buttons at the bottom.

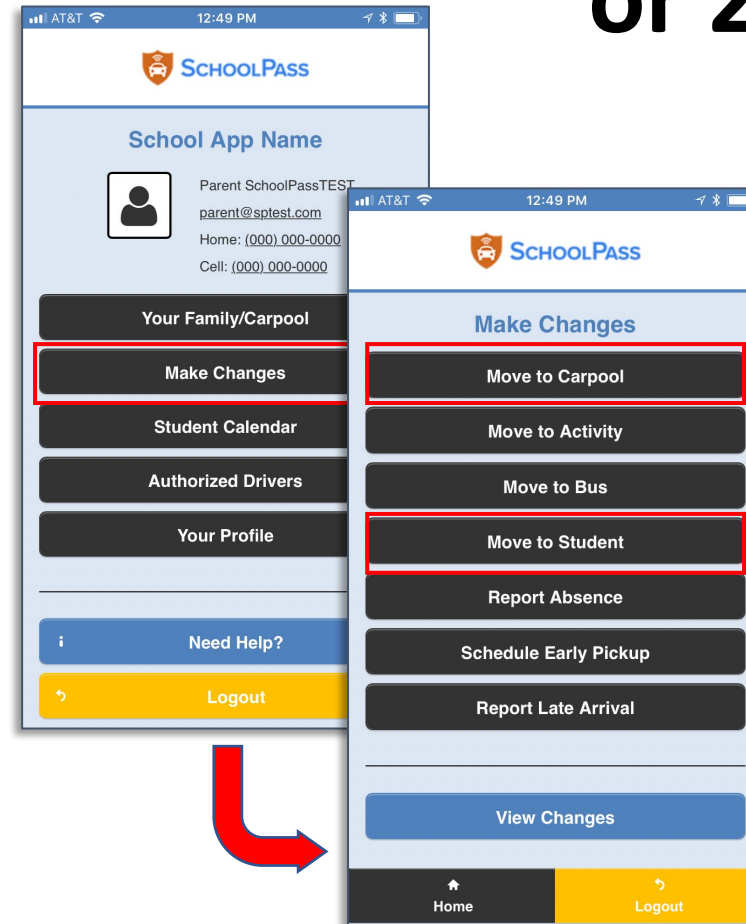


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How to: send your student home with a school friend

1. Use **Move to Student** if your student is going home with a friend, however that friend goes home:

- Tap **Make Changes**
- Tap **Move to Student**
- Select your student (you can only move 1 student at a time), then **Next**
- Find the student your student is leaving with by searching for last name, select that student
- Select the date your student will be going home with that student, then **Next**
- Explain the change (this is optional), then **Save**



or 2. Use **Move to Carpool** if your student is going home with another family's carpool:

- Tap **Make Changes**
- Tap **Move to Carpool**
- Select your student (you can only move 1 student at a time), then **Next**
- Find the carpool your student is leaving with by searching for last name or carpool number, select that carpool
- Select the date(s) your student will be going home with that carpool, then **Next**
- Explain the change (this is optional), then **Save**



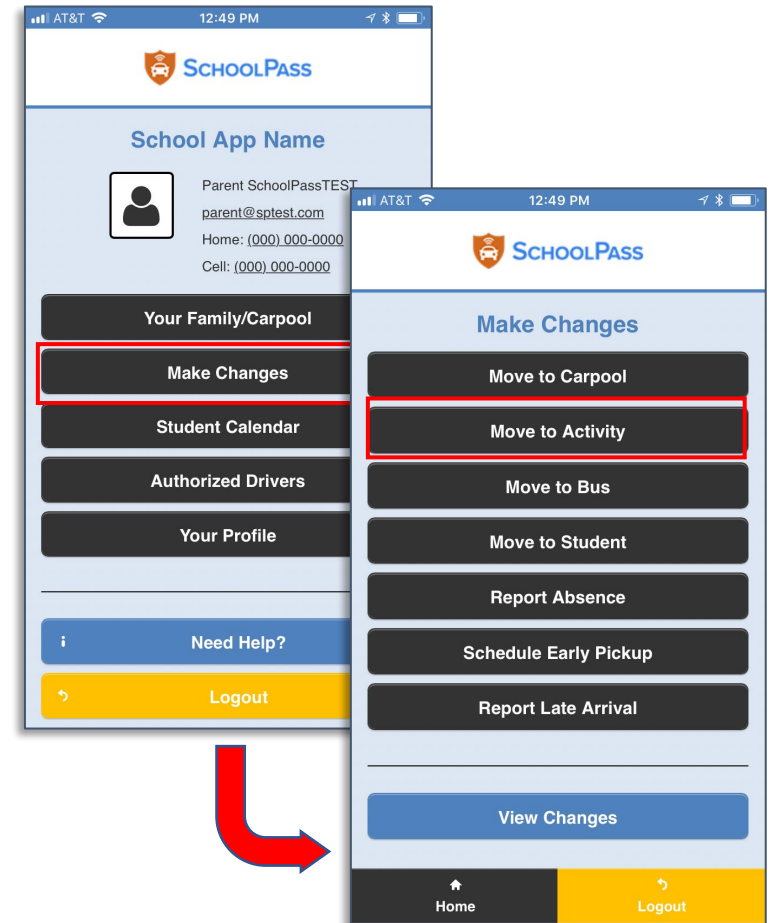
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How to: move your student to an after-school activity

Use **Move to Activity** to place your student in an after-school activity that is available to them*:

- Tap **Make Changes**
- Tap **Move to Activity**
- Select your student (you can only move 1 student at a time), then **Next**
- Find the activity your student will be attending in the provided list, then select that activity
- Select the date(s) or date range your student will be attending the activity, then **Next**
- Review the change, add an explanation (this is optional), then **Save**

**Note: not all activities are open to all students; if you don't see the activity you are looking for on the list, please contact your school's administrator.*



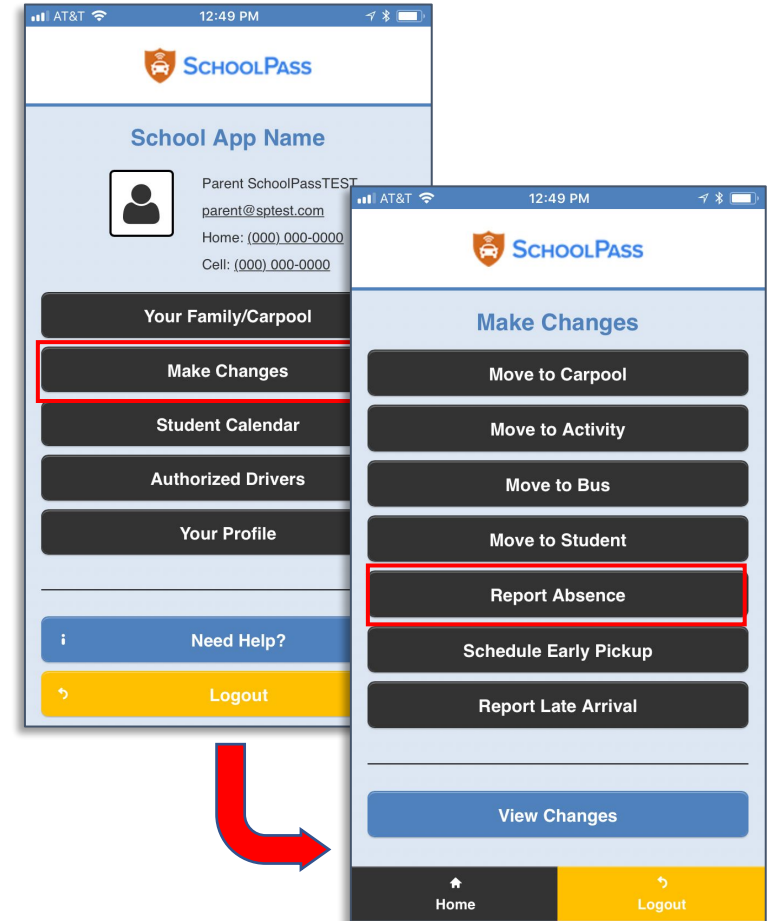
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How to: report an absence for your student

Use **Report Absence** if either of the following apply:

1. Your student is absent today
 2. Your student is going to be absent in the future
- Tap **Make Changes**
 - Tap **Report Absence**
 - Select your student (you can only report on 1 student at a time), then **Next**
 - Select the date(s) or date range your student will be absent, then **Next**
 - Review the change, add an explanation (this is required for absences), then **Save**

**Note: this option may not be available at your school; if you don't see this option on the Make Changes menu, please contact your school's administrator.*

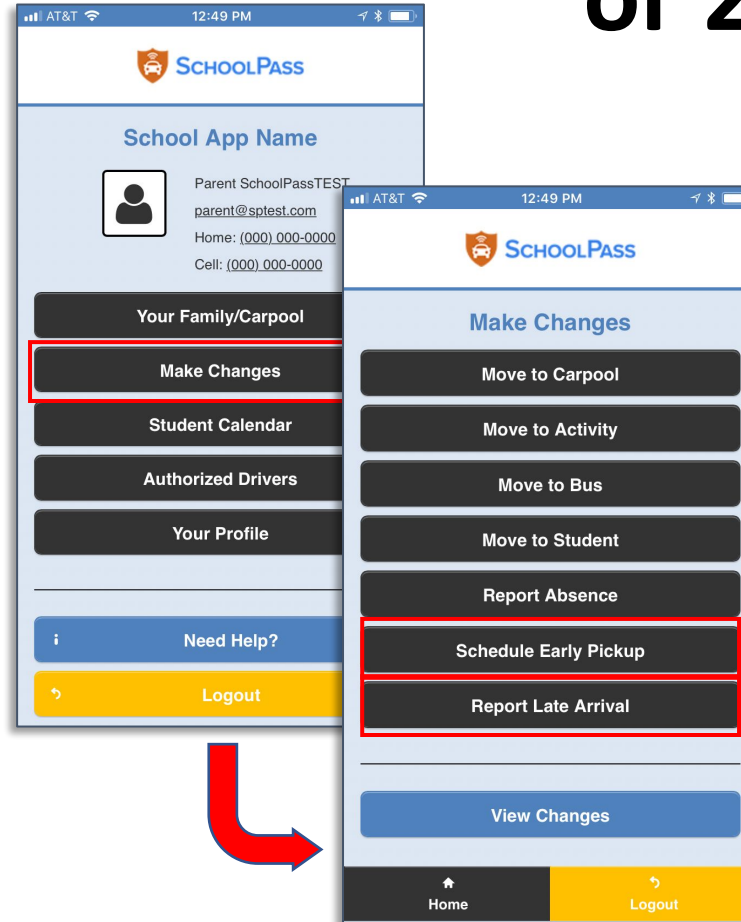


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How to: schedule an early pickup or report a late arrival

1. Use **Schedule Early Pickup** if you need to pick up your student before the regular dismissal time:

- Tap **Make Changes**
- Tap **Schedule Early Pickup**
- Select your student then **Next**
- Find the **Authorized Driver** who will be picking up your student, select that driver, then **Next**
- Select the date range and time your student will be leaving early, then **Next**
 - If your student will be returning to school before dismissal, check **Student(s) will return before end of day**
- Explain the change (this is required), then **Save**



or 2. Use **Report Late Arrival** if your student will be arriving after school begins in the morning:

- Tap **Make Changes**
- Tap **Report Late Arrival**
- Select your student then **Next**
- Find the **Authorized Driver** who will be dropping off your student, select that driver, then **Next**
- Select the date range and time your student will be arriving late, then **Next**
- Explain the change (this is required), then **Save**



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Still have questions?

There are several ways to get assistance with SchoolPass:

- Help content is available through the browser, using the (?) Help icon in the top right corner of the browser page
- Contact your school administrator with questions about your account or your student's account
- Reach out to support@schoolpass.com

The screenshot displays the SchoolPass web application interface. The top navigation bar is blue and contains the 'SCHOOLPASS' logo, a menu icon, and a red box highlighting the help icon (a question mark) and the user profile icon. The main content area shows the 'Home' page for a parent. It includes an 'ARRIVAL & DISMISSAL CALENDAR' for June 2018, a 'MAKE CHANGES' sidebar with options like 'Move to carpool', 'Move to activity', 'Move to bus', 'Move to student', 'Report Absence', 'Schedule early pickup', 'Report Late Arrival', and 'Add/Delete Drivers'. Below the calendar are sections for 'PARENT(S) AND DRIVER(S)' and 'STUDENT(S)', each listing users with 'Update Defaults' links. An 'UPCOMING CHANGES' section at the bottom right shows a notification for a student's activity change.



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