



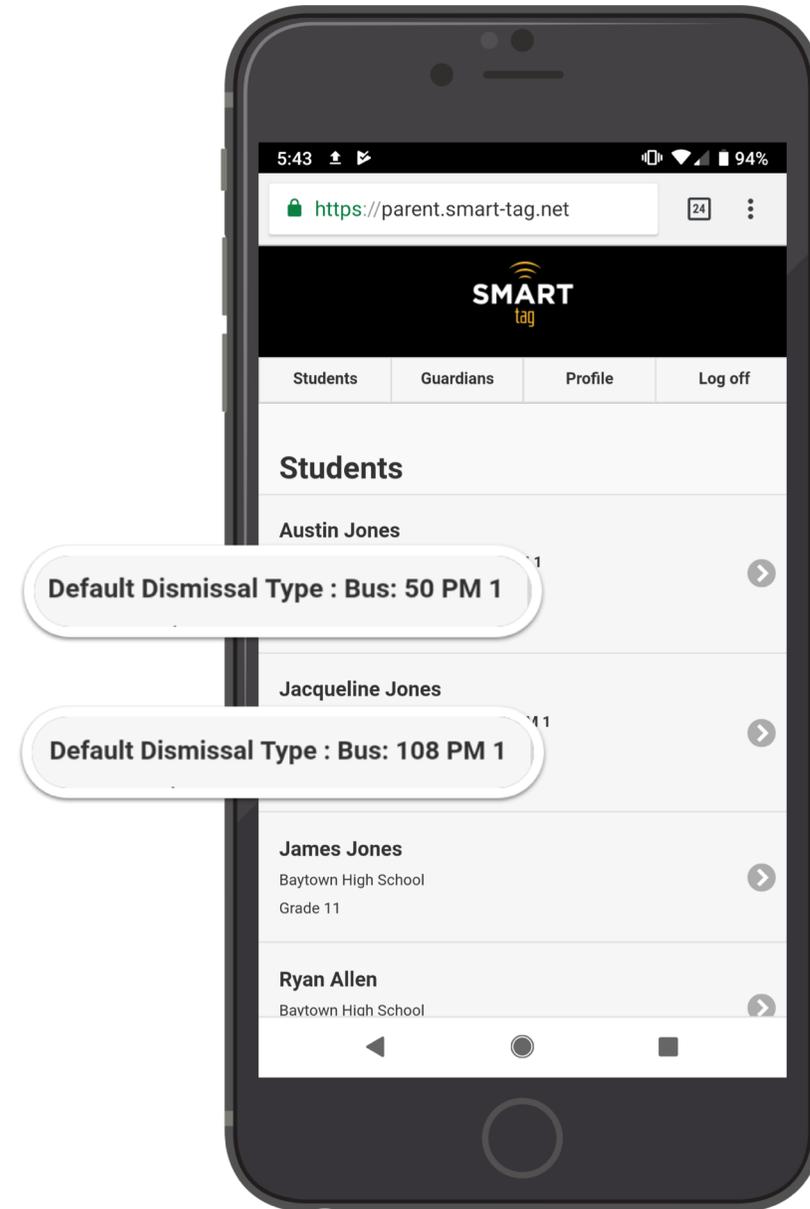
# CAMPUS DISMISSAL

editing your child's default dismissal

# NEW FOR FALL 2018

Starting this fall semester, parents can now correct their student's default dismissal status within their SMART tag Parent Portal.

Let's see how to do this:



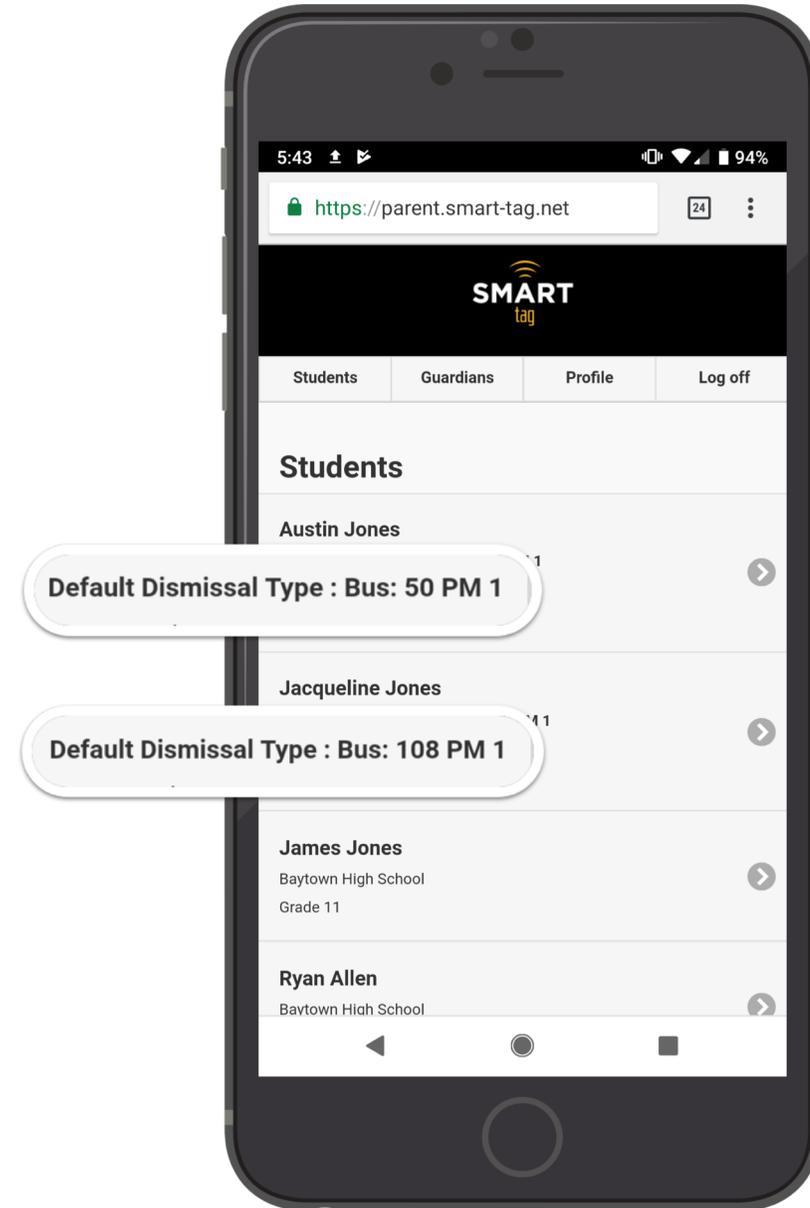
# 1

## VIEW CURRENT DEFAULT DISMISSAL TYPE

When you login to the Parent Portal, your students will be listed. Only your elementary students will have a Default Dismissal Type field **directly below their name**.

Initially, all students who have been assigned a PM bus route will have a default dismissal of their **PM bus route name**.

Students NOT assigned to a PM bus route will be set to “**Car Rider**”.



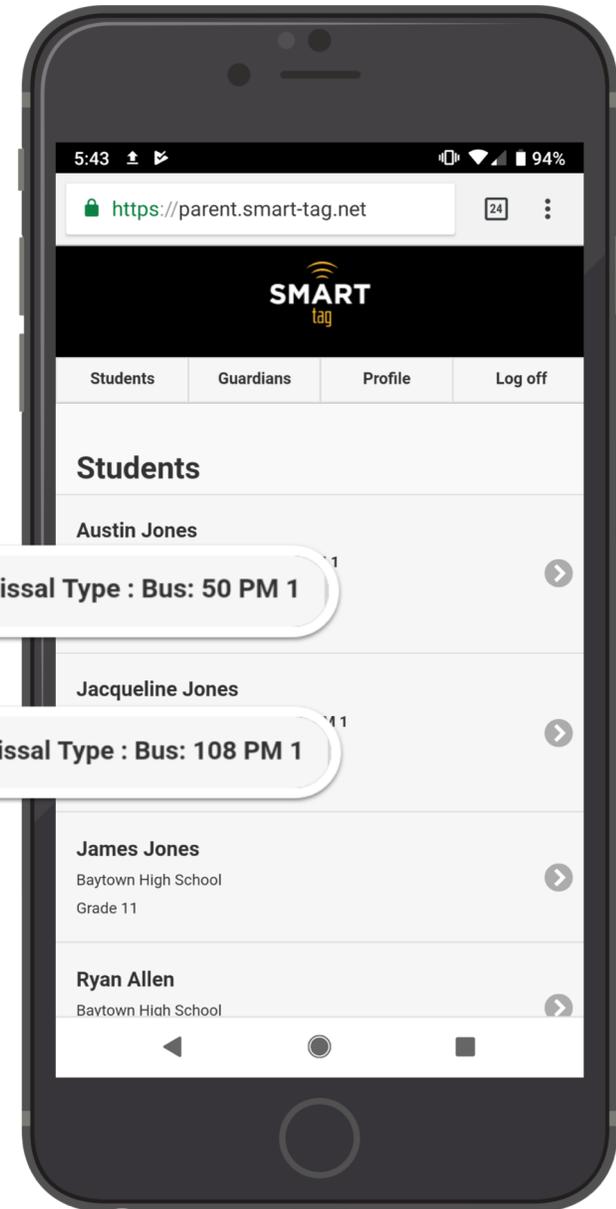
2

## CORRECT DEFAULT DISMISSAL VALUE

Here, this student's value is set to Bus: 108 PM 1, but their default should actually be **'Car Rider'**. Tap the student's name who's value you'd like to correct.

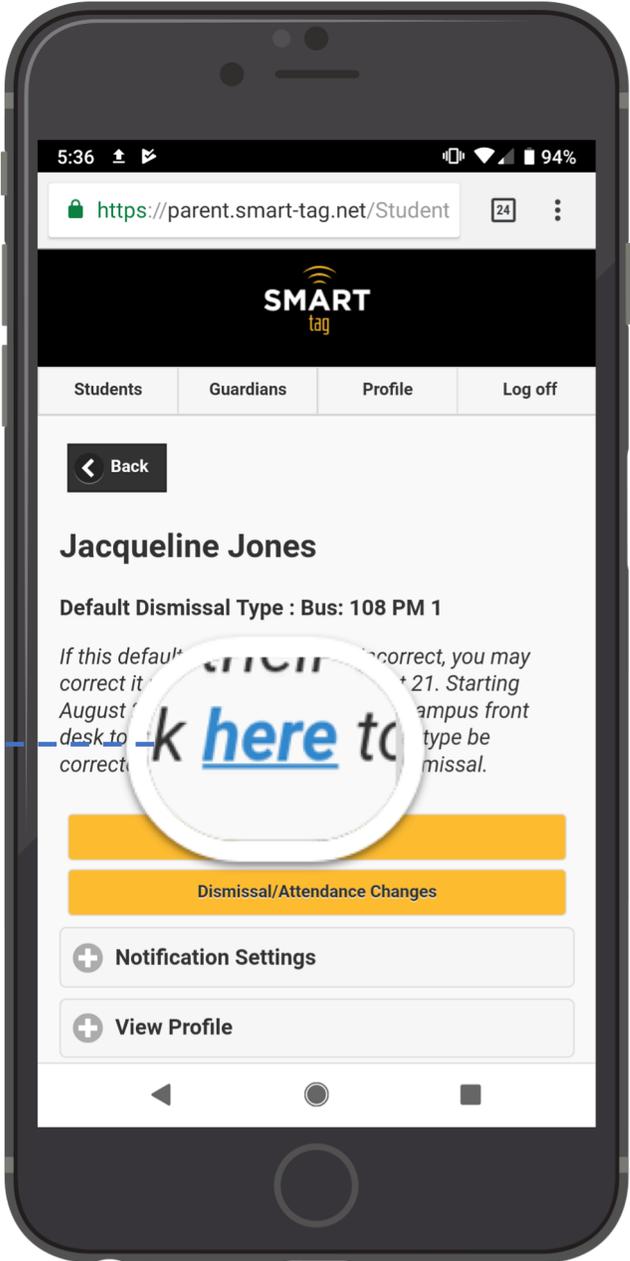
Default Dismissal Type : Bus: 50 PM 1

Default Dismissal Type : Bus: 108 PM 1



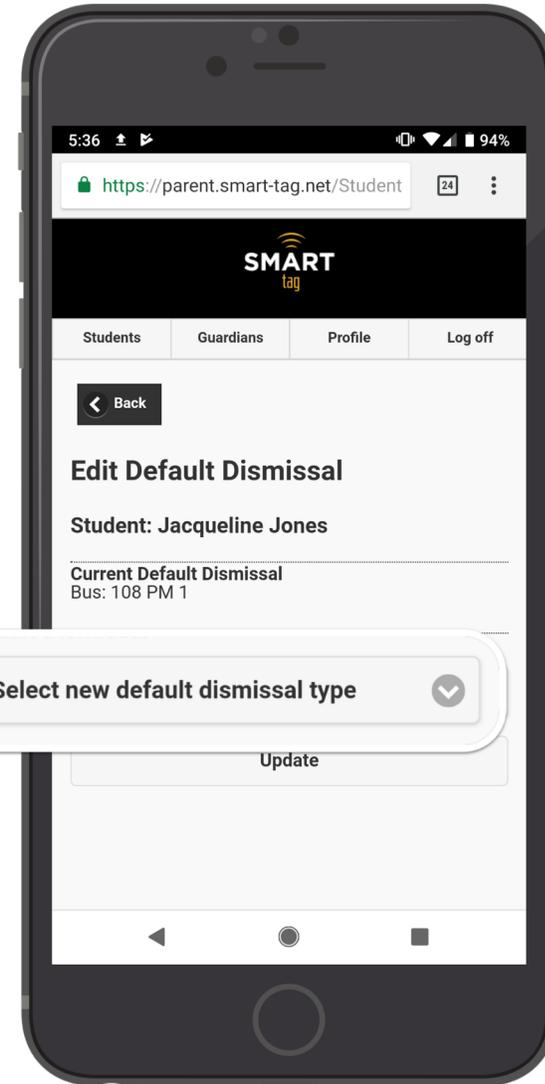
3

Tap the 'here' link to change the value



4

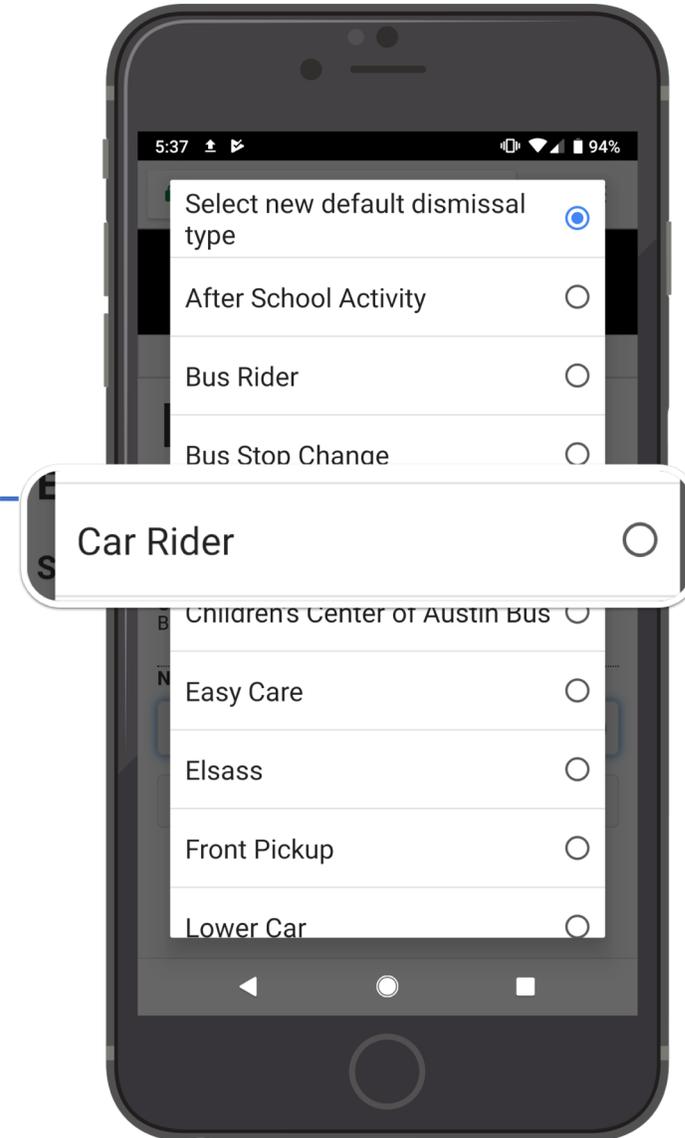
Tap the dropdown to select a new default dismissal value



5

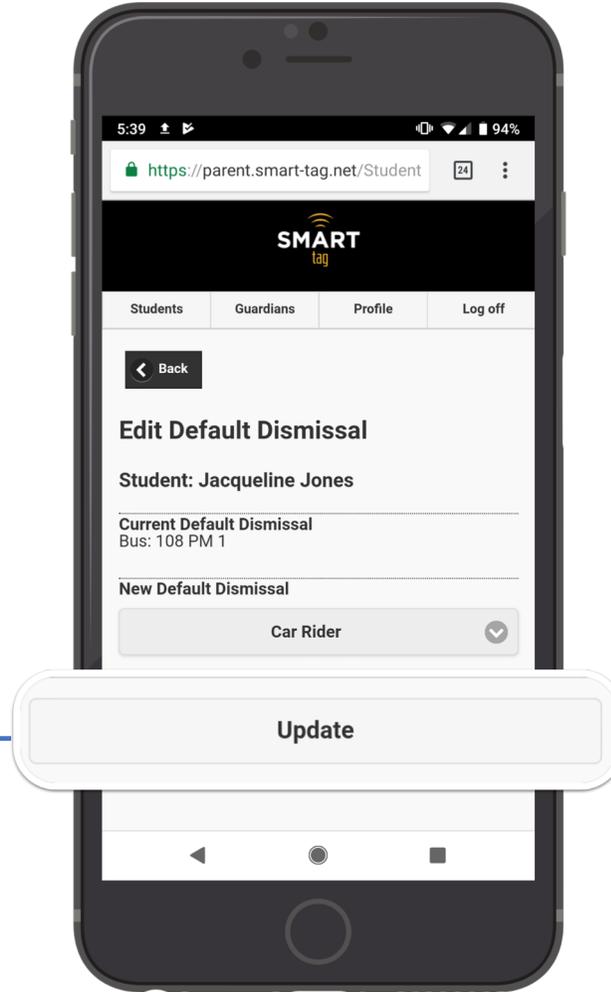
Tap the dropdown to select a new default dismissal value.

Here we'll tap **'Car Rider'**.



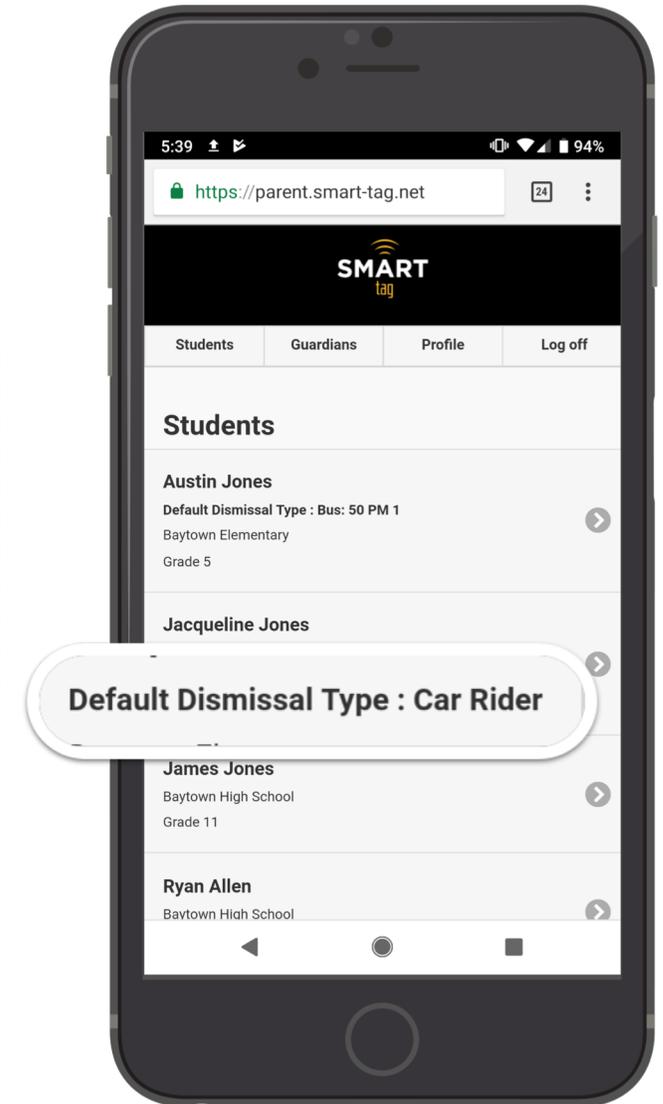
6

Tap 'Update'



**Done!** The default dismissal value has now been corrected.

Going forward throughout the school year, any time your child needs to go home some other way besides this default type – you can submit a One-Time or Multi-Day dismissal change.



# EDIT VALUE FROM A DESKTOP BROWSER

You can also edit this value while logged into your Parent Portal account on a desktop web browser.

On the Student page, click 'Edit Default Dismissal'

The screenshot shows a 'Students' page with two student profiles. Each profile includes a name, a 'View Profile' button, and a section for 'Default Dismissal Type'. The first student, Austin Jones, has a default dismissal type of 'Bus Stop Change'. The second student, Jacqueline Jones, has a default dismissal type of 'Children's Center of Austin Bus'. In both cases, there is an 'Edit Default Dismissal' button. A blue dashed line originates from the text 'On the Student page, click 'Edit Default Dismissal'' and points to the 'Edit Default Dismissal' button for Jacqueline Jones, which is also highlighted with a rounded rectangular callout box.

**Students**

Austin Jones [View Profile](#)

Default Dismissal Type : Bus Stop Change

*If this default dismissal value is incorrect, you may correct it up until midnight on August 21. Starting August 22, you must call your child's campus front desk to request their default dismissal type be corrected.* [Edit Default Dismissal](#)

Jacqueline Jones [View Profile](#)

Default Dismissal Type : Children's Center of Austin Bus

*If this default dismissal value is incorrect, you may correct it up until midnight on August 21. Starting August 22, you must call your child's campus front desk to request their default dismissal type be corrected.* [Edit Default Dismissal](#)

Click 'Car Rider' from the dropdown list.

Then click 'Update'.

The image shows a user interface for managing student dismissals. The top section displays the student's name, 'Student: Jacqueline Jones', and the current dismissal type, 'Current Default Dismissal Bus: 108 PM 1'. Below this is a 'New Default Dismissal' section with a dropdown menu. The dropdown menu is open, showing a list of options: 'Select new default dismissal type', 'After School Activity', 'Bus Rider', 'Bus Stop Change', 'Car Rider' (highlighted in blue with a mouse cursor), 'Children's Center of Austin Bus', 'Easy Care', and 'Elsass'. A dashed blue line connects the text 'Click 'Car Rider' from the dropdown list.' to the 'Car Rider' option in the menu. Below the dropdown menu is an 'Update' button, which is highlighted in orange. A dashed blue line connects the text 'Then click 'Update'.' to the 'Update' button. The bottom section of the interface shows the 'Current Default Dismissal' and 'New Default Dismissal' fields, with 'Car Rider' entered in the 'New Default Dismissal' field.

**Done!** Your student's default dismissal type has been updated.

The screenshot shows a user interface for a student record. At the top, there is a grey bar with the text "corrected." followed by a yellow button labeled "Edit Default Dismissal". Below this is a horizontal line. The main content area has a grey background and displays the name "Jacqueline Jones" on the left and a yellow button labeled "View" on the right. A white callout box with a rounded border and a mouse cursor icon is positioned over the text "Default Dismissal Type : Car Rider". Below the callout, there is a line of italicized text: "If correct, you may correct it up until midnight on August 21. Starting August 22, you must call your child's campus front desk to request their default dismissal type be". At the bottom of the main content area, there is another grey bar with the text "corrected." followed by a yellow button labeled "Edit Default Dismissal".



**THANKS FOR FOLLOWING ALONG**

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