



SCHOOLAID

PARENT USER GUIDE



WHAT IS SCHOOLAID?



Schoolaid is a platform created for schools and parents that facilitates internal processes by carrying them out automatically and online.

APP



DOWNLOAD THE APP



Available in

APP STORE



PLAY STORE



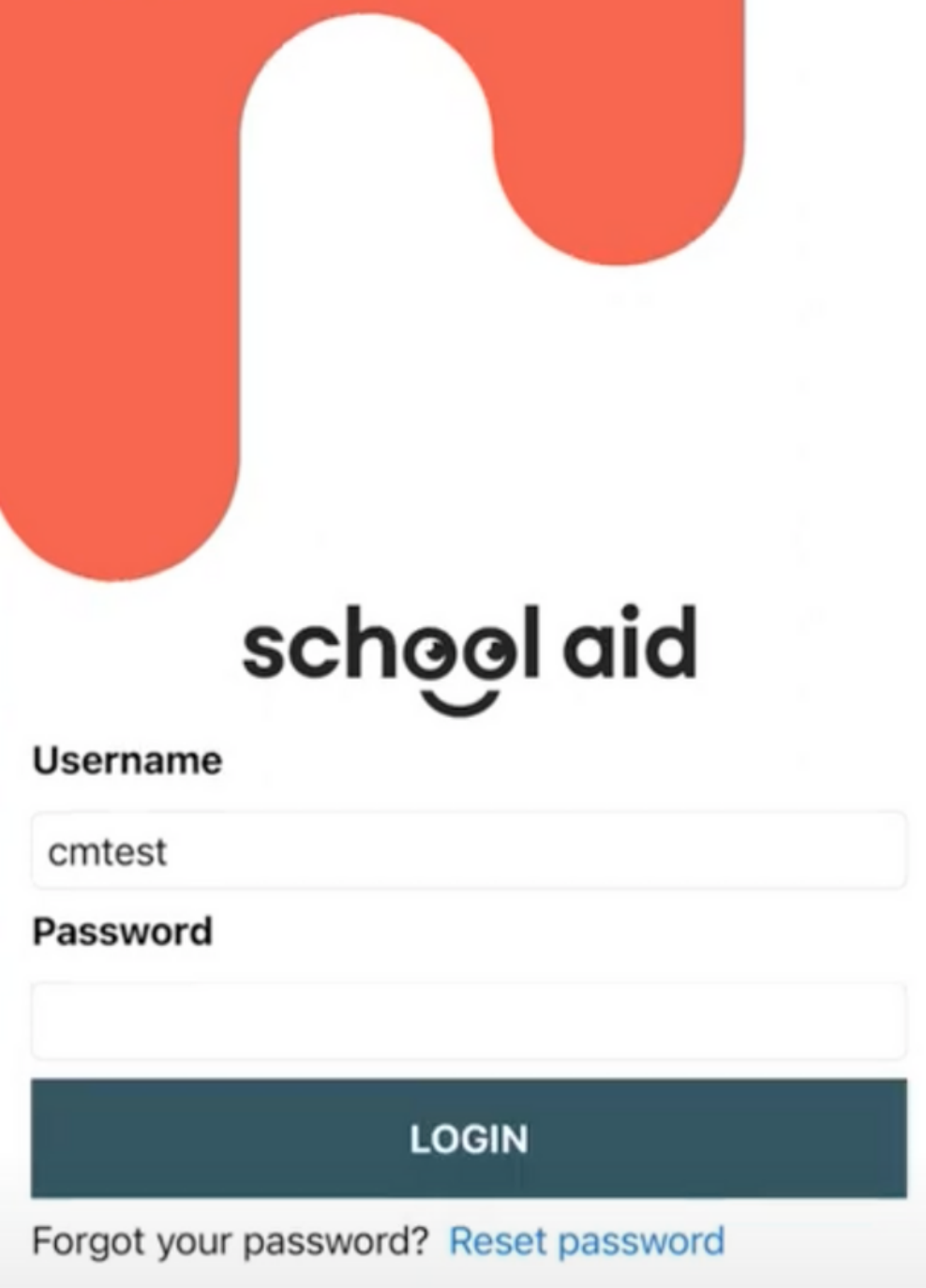
PROCEDURE

1 The App
Download the Schoolaid app

2 Log in
Log in with your username and password (your username is your @cm email)

3 Getting started
Once you log into the app, your child(ren)'s profile will be displayed, and you will have access to:

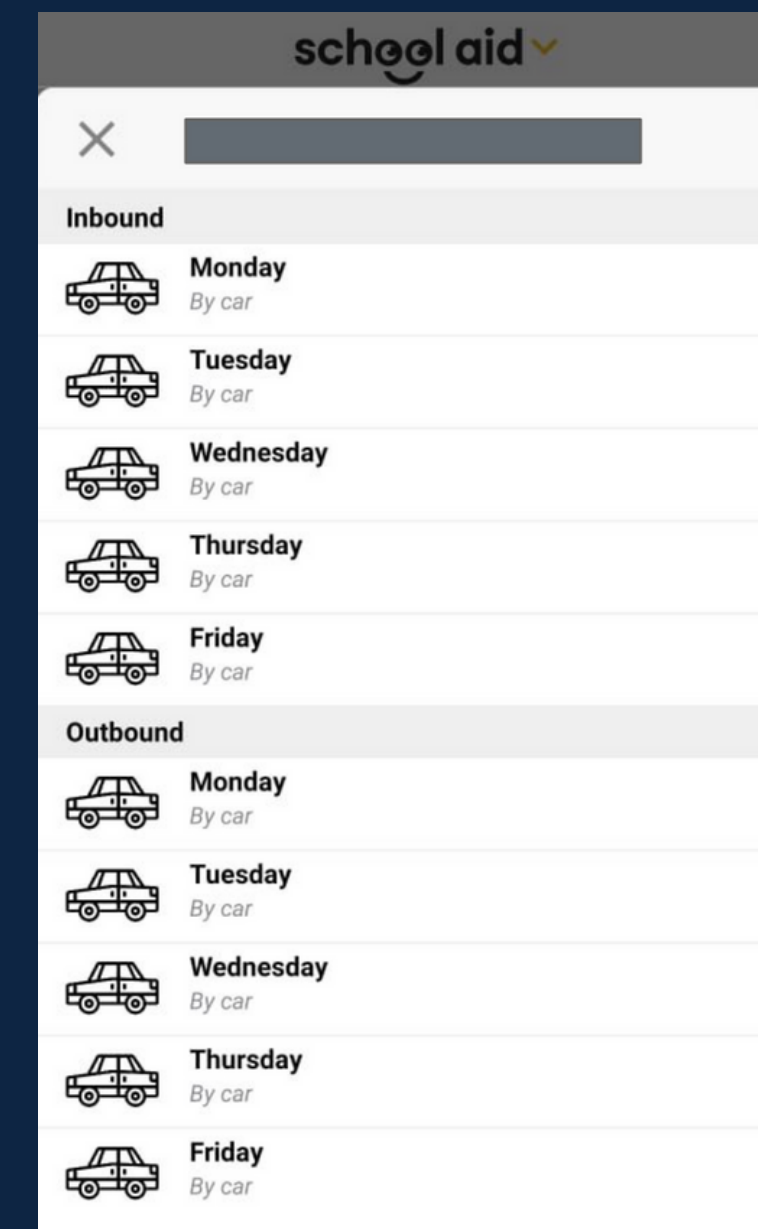
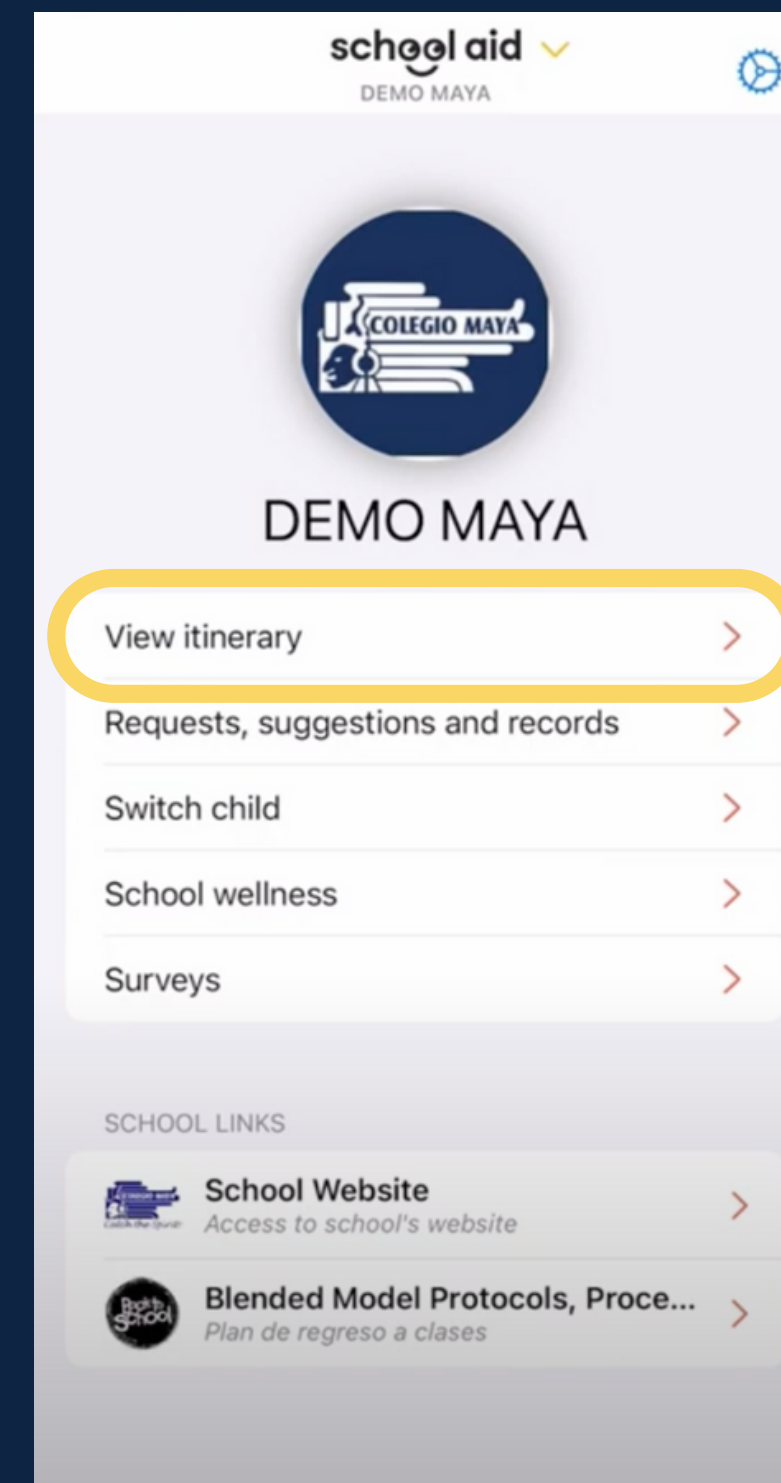
- Bus itinerary
- Creation of permission slips
- Notification center

A screenshot of the Schoolaid login interface. At the top, there is a large orange graphic element resembling a stylized 'S' or a drop. Below it, the text 'school aid' is displayed in a lowercase, sans-serif font. Underneath the logo, there are two input fields: 'Username' with the text 'cmtest' entered, and 'Password' which is currently empty. A dark teal button with the word 'LOGIN' in white capital letters is positioned below the password field. At the bottom of the form, there is a link that says 'Forgot your password? Reset password'.

BUS

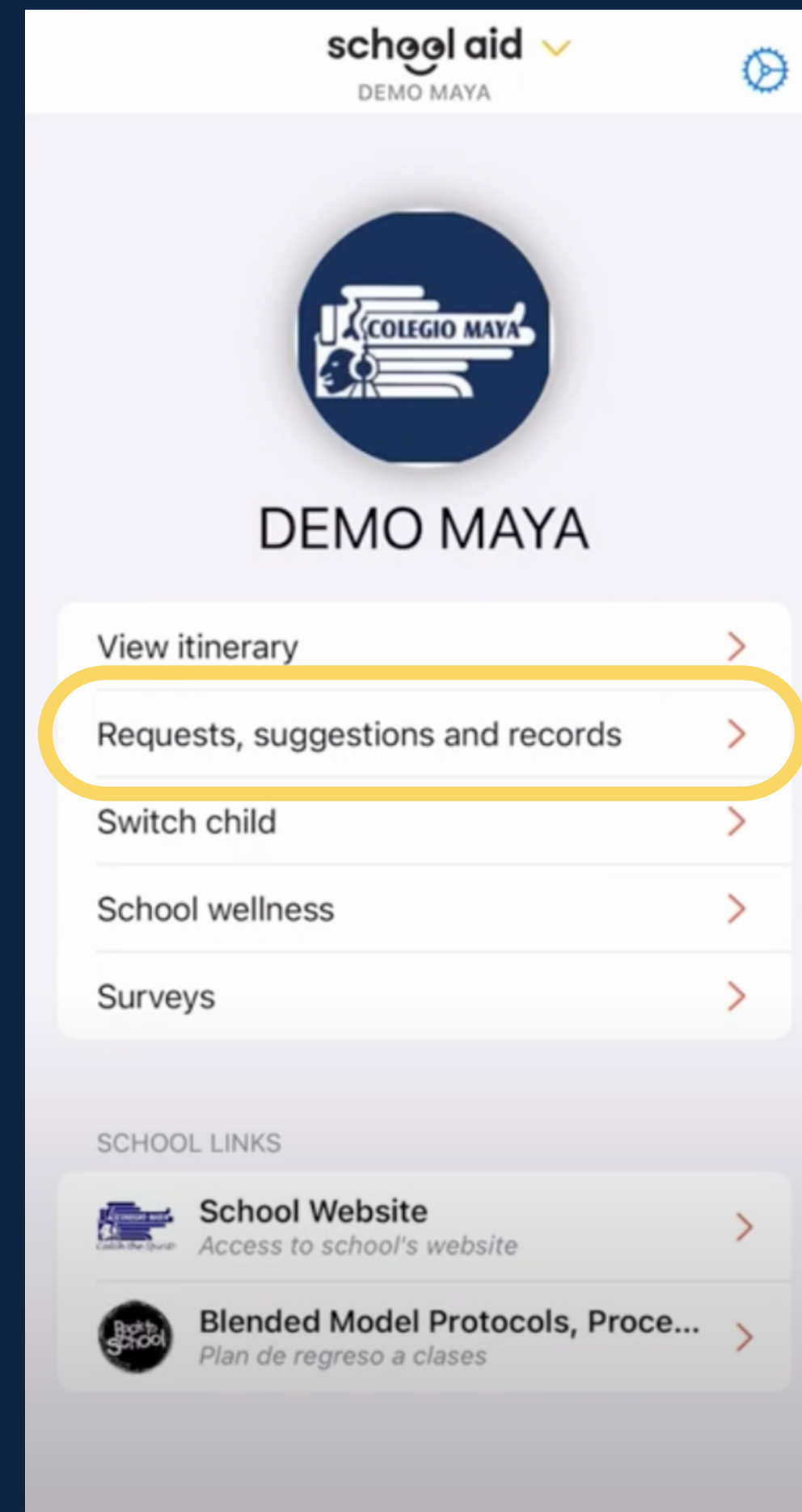
When you go to "view itinerary," you will be able to see your child's bus route schedule.

You can also see the location of the bus and cancel your morning bus stop.



PERMISSIONS

When you go to "requests, suggestions and records," you will be able to create different requests and transportation changes.





REQUESTS


The pick-up by car request lets you notify the school when you need to pick up your child directly on campus on a specific day.


**Make sure to submit your form and request before 11:00 a.m.
No exceptions.**

Close Select the request type

Pick Up by Car Request
 Request to pick up your child directly at school. >

Permanent change request
 Request a permanent change for bus or car pick-up. >

Bus cancellation AM
 Notify the school that your child won't need the bus service in the morning. >

Out of schedule arrival or departure request
 Notify the school that your child will arrive late or departure early for a specific day. >

Select a schedule

🔍 Type to search Cancel


SALIDA 15:30

SALIDA 16:30

ENTRADA 7:40

12:00

SALIDA 14:30



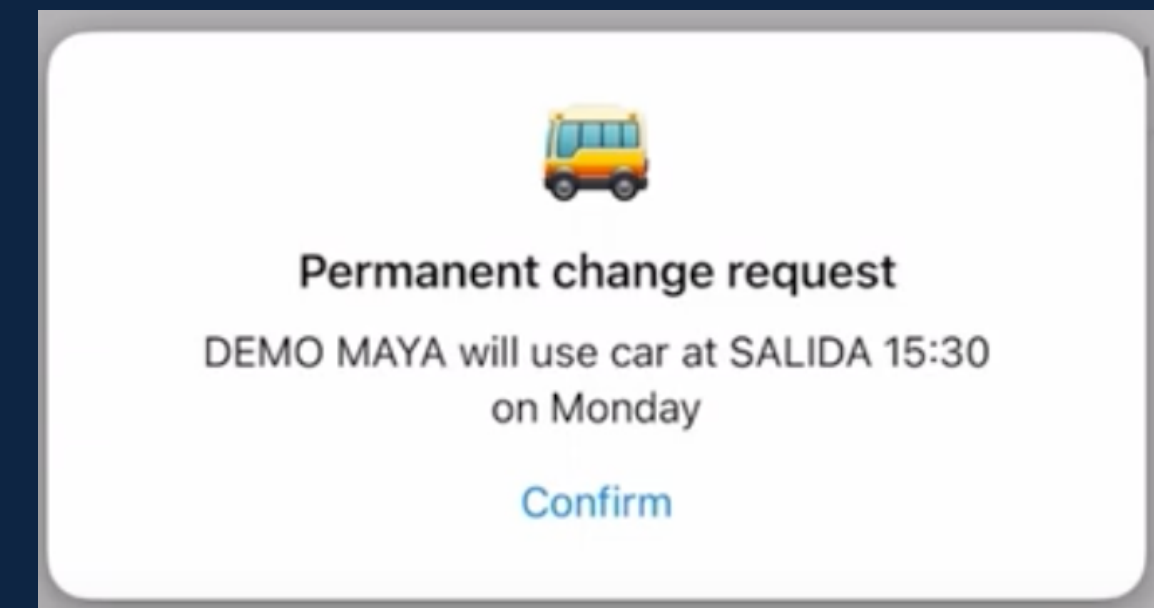
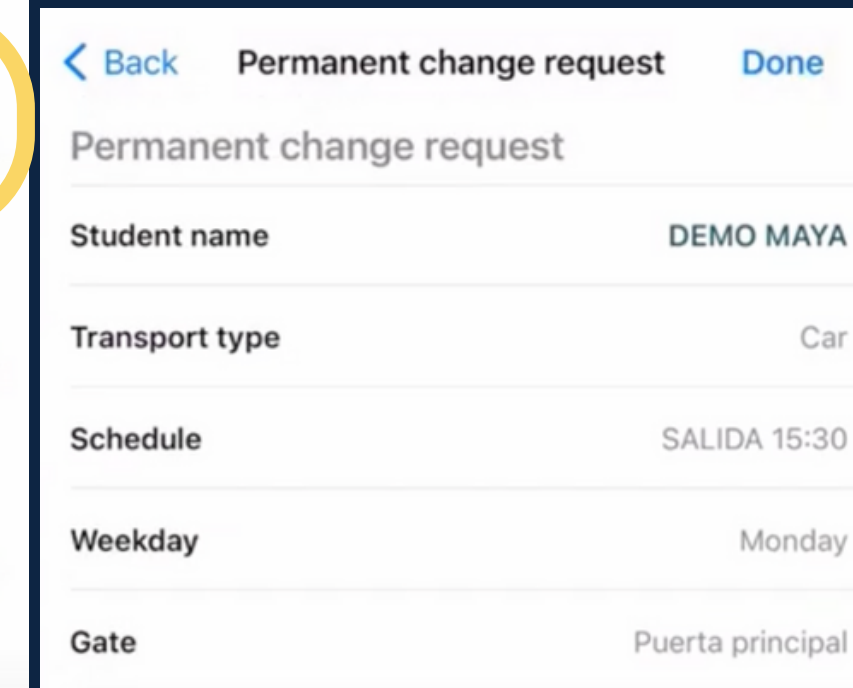
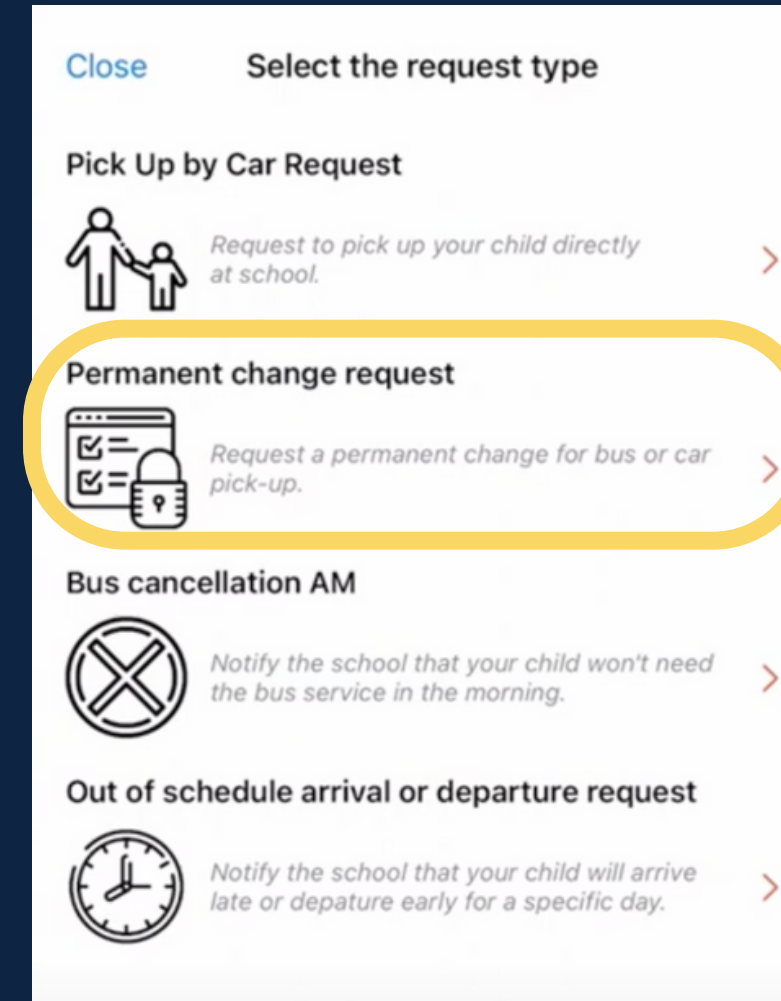
Pick Up by Car Request
DEMO MAYA
Tuesday, Jul 18, 2023 on SALIDA 15:30

[Confirm](#)

REQUESTS

The permanent change request lets you change the transportation means of your child on a specific schedule on specific days of the week, permanently, or until another permanent change is made.

For example, if your child is going to be picked up by car every Tuesday for the rest of the school year, that would be a permanent change request.





REQUESTS


Bus cancellation AM lets you send a notification to cancel the school bus service in the morning of a specific date.


When you send this form, your AM bus service will be automatically cancelled for the day you specified.

Close Select the request type

Pick Up by Car Request
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Permanent change request
 Request a permanent change for bus or car pick-up. >

Bus cancellation AM
 Notify the school that your child won't need the bus service in the morning. >


Out of schedule arrival or departure request
 Notify the school that your child will arrive late or departure early for a specific day. >

Bus cancellation AM

Student name DEMO MAYA

Date Monday, Jul 17, 2023

Comment
Will not need bus service



Bus cancellation AM

DEMO MAYA will not take the bus on Monday, Jul 17, 2023 for the reason Will not need bus service.


[Confirm](#)


REQUESTS


The out-of-schedule arrival or departure request lets you notify the school of the late arrival or early departure of your child from campus.


To make this request, you must fill out the form and provide a short explanation for that request.

Close Select the request type

Pick Up by Car Request
 Request to pick up your child directly at school. >

Permanent change request
 Request a permanent change for bus or car pick-up. >

Bus cancellation AM
 Notify the school that your child won't need the bus service in the morning. >

Out of schedule arrival or departure request
 Notify the school that your child will arrive late or departure early for a specific day. >

< Out of schedule arrival or departure requ...

Out of schedule arrival or departure requ...


Student name DEMO MAYA

Date Wednesday, Jul 19, 2023

Type Arrival

Time 10:00

Comment
Dentist appointment in the morning



Out of schedule arrival or departure request

Dentist appointment in the morning will
Wednesday, Jul 19, 2023 at 10:00 on DEMO MAYA.

Confirm

Responsible

CONFIRMATION

Please keep in mind that confirmation of your request may take some time. However, once you submit your request form, the system will process it.



101
FAMILIA
SMITH



CAR PICK-UP

Please make sure to have your family card easily visible, so the pick-up procedure is more efficient.

Reminders:

- Your family card must have the family name
- Parents will line up in traffic circles and wait for their turn
- Parents will remain in cars
- Car pick-up requests must be sent before 11 a.m. No exceptions.

RESOURCES

[VIDEO TUTORIAL
OF THE
SCHOOL AID APP](#)

[ISO
TROUBLESHOOTING
AND TIPS](#)

[ANDROID
TROUBLESHOOTING
AND TIPS](#)

[HOW TO RESET
YOUR PASSWORD](#)

SUPPORT

APP

You can call the school,
and our secretary or
staff members will help
you.

6644-1200

ACADEMICS AND SCHEDULES

Elementary:
Mr. Fernandez
kfernandez@cm.edu.gt

Secondary:
Mr. Muller
cmuller@cm.edu.gt

BUS AND CAR PICK-UP

For any questions
you may have
regarding
transportation, you
can contact Claudia
de Estrada.

6644-1201
cestrada@cm.edu.gt

SUPPORT

SECURITY

For any questions you may have regarding security, you can contact Anaité de Cruz.

**6644-1200 (ext.208)
acruz@cm.edu.gt**

HEALTH

For any questions you may have regarding health, you can contact the school's doctor.

**6644-1234
doctor@cm.edu.gt**

BUS COMPANY

For any questions you may have regarding the bus company, you can contact Carlos Ovalle.

**6644-1201
buscolegiomaya@gmail.com**

