



SchoolPass is a parent portal app to report absences, tardies, early dismissals, and make carpool changes. All Parents must register their vehicle's license plates in the app for efficient carline pickup and campus security. SchoolPass enhances security by using software that monitors traffic, visitors, and attendance.

Returning Families

Directions

- Update your SchoolPass App software
- Sign into your SchoolPass App
- **Update your vehicle's LICENSE PLATE NUMBER**
- Update all personal information
- Update your carpool and authorized drivers

New Families

Directions

- Download the SchoolPass App on your cell phone from the App store
- Check your email for a welcome email from SchoolPass
- Sign into the app using your temporary password provided in the welcome email
- Select Profile, scroll to Vehicles, select Add
- **Add your LICENSE PLATE NUMBER** where it says, "plate/tag"
- Add authorized drivers (see FAQ for details)
- Add carpool (see FAQ for details)



SchoolPass FAQ

Do I have to download the App?

Yes, ALL custodial parents and guardians of TK-12 students must download the app. Each custodial parent/guardian needs to create their own account.

Do students download the App?

No, the SchoolPass App is only for custodial parents and guardians of CVCS students.



Vehicle Info FAQ

Do I have to upload my vehicle information? YES!

- To increase efficiency during Elementary and Junior High carline pickup, it is imperative that our entrance cameras capture your license plate number. Your license plate is connected to your student(s). Teachers are notified your on campus, and students are sent to the pick up gate.
- For optimal security it is essential to monitor all vehicles on our campus. The cameras at our school's entrance/exit pick up the license plate numbers and identifies who is on/off campus.
- SchoolPass only allows a license plate to be entered once on an account. Each custodial parent/guardian should enter their own license plate information on their individual accounts. If you cannot add your license plate, this means someone else has already added your vehicle.
- You may add multiple vehicles under your account. For example, if you are driving a loaner car, rental car, a family member's car, or any other vehicle you may enter additional license plates.
- Please update your license plate information in SchoolPass when you buy a new car.



Vehicle Info FAQ Continued

Do I have to enter my student driver's license plate?

No, student drivers will register their vehicles and obtain a parking permit with the front office manager.

Do parents of high school students need to enter vehicle information on the App?

Yes! For security purposes it is important to monitor all vehicles on our campus.



Authorized Drivers FAQ

When someone else needs to pick up your student

Who is an AUTHORIZED driver?

- Authorized drivers are people you give permission to pick up your student(s) during the school year. These people are non-CVCS families and are usually grandparents or other relatives, babysitters/nannies, or neighbors.
- Authorized drivers can be added to the "authorized drivers" list on the app; please add their full name and their license plate number.
- One parent is deemed the Primary Parent in SchoolPass and only they can add/delete Authorized drivers.



Carpool FAQ

When someone else needs to pick up your student

How do I use carpool?

- Carpool option used when you want to give other CVCS parents permission to take your student(s) home.
- Use the carpool option to search for a current CVCS family to use for your carpool on a regular basis or on a day-to-day basis. A notification to your requested carpool person, to the student's teacher, and the front office.



Attendance, Late Arrival, Early Dismissal FAQ

How do I record an attendance change, carpool change, report an absence/late arrival, or record an early dismissal?

In the App's home screen you will see a + button. Use that button to make changes for carpool, report absences, late arrivals, and early dismissals. These changes are communicated with our front office and will alleviate calling or emailing the front office.



Attendance, Late Arrival, Early Dismissal Continued

How does my student sign in late?

- **Elementary students:** the custodial parent/guardian parks in guest parking and comes to front reception and signs their student in using the front desk iPad.
- **Junior High/High School students:** the custodial parent/guardian uses the app to inform the school the student is arriving late. When the student arrives at school they will use the Front Desk iPad to enter their FACTS 5-digit student ID number to check in.

How do students sign out for an early dismissal?

- **Elementary Students:** The custodial parent/guardian will need to park in guest parking and check out their student, in person, by entering the parent's SchoolPass digital ID in the iPad at the front desk.
- **Junior High/High School students:** parent/guardian checks out their student(s) for early dismissal, in person, using the iPad at the front desk.
- **High School licensed student drivers** are permitted to leave early only if they have met all of these criteria: 1. have an end of school prep period, 2. have met all academic obligations, 3. have the parent permission to leave campus form completed.
- **High School student drivers with appointments:** must have the parent permission to leave campus form completed, and the parent must use SchoolPass to communicate the student is leaving early for an appointment.

Why do I have to place the YELLOW (elementary) or BLUE (junior high) pick up cards on my dash?

- The yellow and blue pickup cards are for when a staff or faculty member must manually call out your student(s) using a walkie talkie, and for when a student may be late to the pick up gate. If you are able to, please provide this card to an AUTHORIZED driver when they are scheduled to pick up your student(s).



Digital ID - Visitor Management FAQ

What is the DIGITAL ID?

- The Digital ID works with SchoolPass as a faster, more expedited way to check in/out at the front desk iPad. It is a QR code sent to you through email or text message from SchoolPass. You can save it to your phone wallet or take a screenshot. It is located in the profile of your App.
- You will scan your Digital ID on the front desk iPad to sign your student(s) in/out or to check yourself in as a visitor or volunteer on campus during school hours.
- If you don't have a Digital ID, you may enter your FACTS ID number on the iPad at the front desk and enter your information manually.