



Northbrook | Glenview
School District 30

HOW TO CHECK IN AS A SCHOOL VISITOR

8:35 AM Wed Jul 8 100%

End Visit

Welcome!

Please select the option below that best describes you.

Visitor Contractor

Volunteer Student Pickup

STEP ONE

At the kiosk, select the option that best describes you.

STEP TWO

Enter your phone number and tap **Next**

1 2 3 4 5

Please enter your phone number.

[I want to leave an email](#)

+1

1 2 3

4 5 6

7 8 9

0 Next

1 2 3 4 5

Please take a clear photo of the front of your driver's license or ID card.

By taking a photo of my ID, I authorize a background check by Big Apple School and its partners.

Pennsylvania DRIVER'S LICENSE

99 999 999 DUPS: 00

DOB: 01/07/1973

SAMPLE ANDREW JASON

123 MAIN STREET

APT 1 HARRISBURG, PA 17101-0000

EXP: 01/08/2026

DOB: 01/07/2022

SEX: M EYES: BRO

HT: 5-11"

CLAS: C

END: NONE

12 RESTR: NONE

DL

Andrew Sample

ORGAN DONOR

STEP THREE

You will be prompted to take a photo of your ID. The system will input your name from your ID. Tap **Next**.



A screenshot of a mobile app interface for taking a photo. At the top, there is a home icon and a progress bar with five circles; the fifth circle is highlighted in blue and contains the number 5. Below the progress bar, the text reads "Please take your photo." followed by "Please look at the camera and take a photo of yourself." in smaller font. In the center is a large black square representing the camera viewfinder. At the bottom, there is a "Retake" button with a camera icon and a "Next" button with a right arrow icon.

STEP FOUR

use the tablet camera to take a photo of your face. This will be used for your badge.

STEP FIVE

Enter the name of your host (who you are visiting) or click "I have no host"

Review the information and click **Submit.**

A screenshot of a mobile app interface for selecting a host. At the top, there is a home icon and a progress bar with five circles; the fourth circle is highlighted in blue and contains the number 4. Below the progress bar, the text reads "Type the name of your host, or select 'I have no host'". There is a text input field with the placeholder text "Enter & select". Below the input field is a button labeled "I have no host." with a right arrow icon.

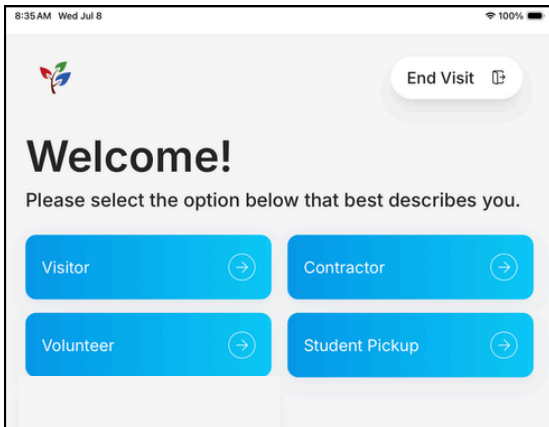
NEXT:

- The office staff will print your visitor badge and allow your entry into the office.
- While you are in the building, you can receive mobile notifications if there is an emergency like a fire.
- With that in mind, please return your visitor badge as you leave, so we have an accurate count of who is in our school.

REMEMBER:

All approved contacts in your Parent Portal account may pick up your child for appointments, illnesses or other needs during the school day.

HOW TO CHECK OUT YOUR CHILD



8:35 AM Wed Jul 8 100%

End Visit

Welcome!

Please select the option below that best describes you.

Visitor Contractor

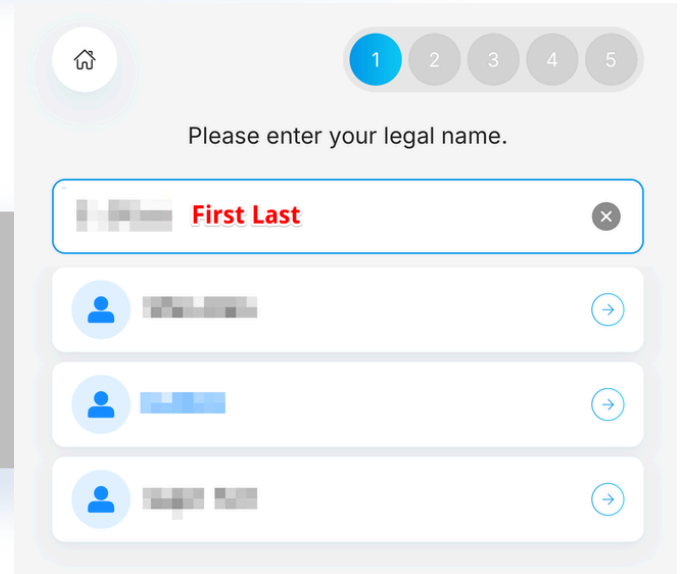
Volunteer Student Pickup

STEP ONE

At the kiosk, select the option that best describes you.

STEP TWO

Enter your name. The system will attempt to match you with those registered at the school.



Please enter your legal name.

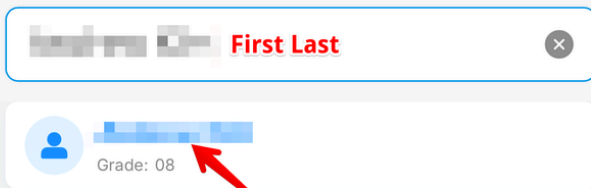
First Last

1 2 3 4 5



1 2 3 4 5

Please enter the name of student(s) you want to pick up.



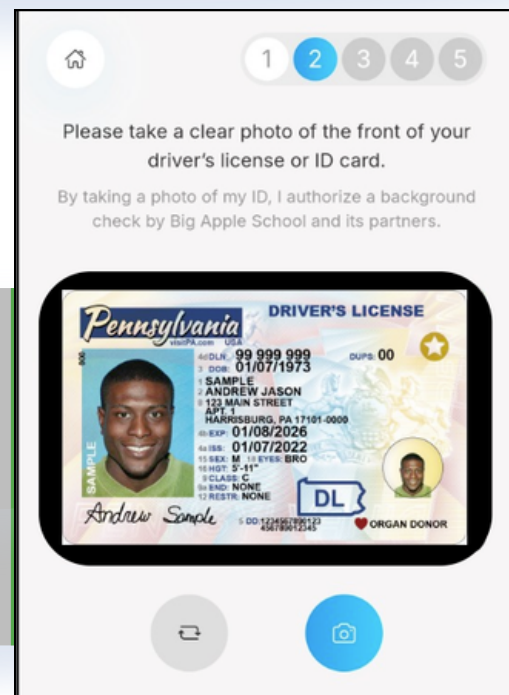
First Last

Grade: 08

Student Name will fill in here.

STEP THREE

Enter the name of the student you are picking up. The system will look up the name as you type.



Please take a clear photo of the front of your driver's license or ID card.

By taking a photo of my ID, I authorize a background check by Big Apple School and its partners.

1 2 3 4 5

Pennsylvania DRIVER'S LICENSE

99 999 999 DOB: 01/07/1973

1 SAMPLE 2 ANDREW JASON APT 1 HARRISBURG, PA 17101-0000

EXP: 01/08/2026

DOB: 01/07/2022

SEX: M EYES: BRO

HT: 5'-11"

CLASS: C

REST: NONE

Andrew Sample

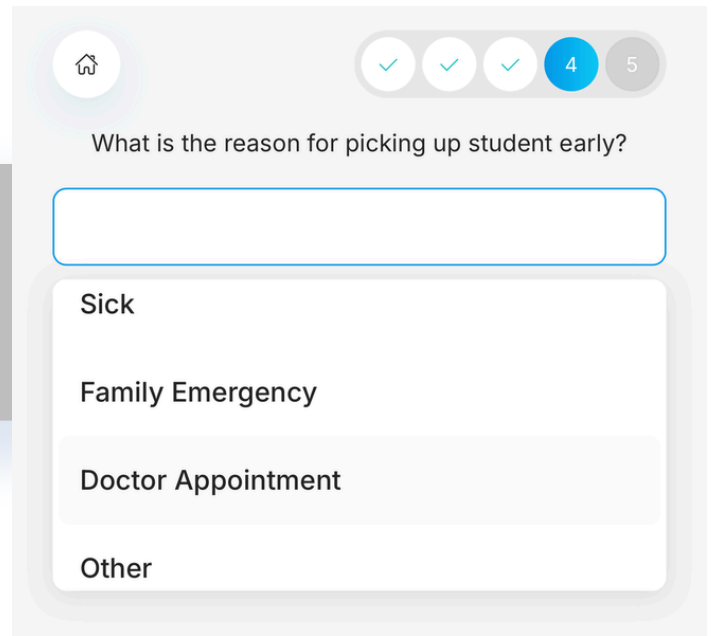
DL ORGAN DONOR

STEP FOUR

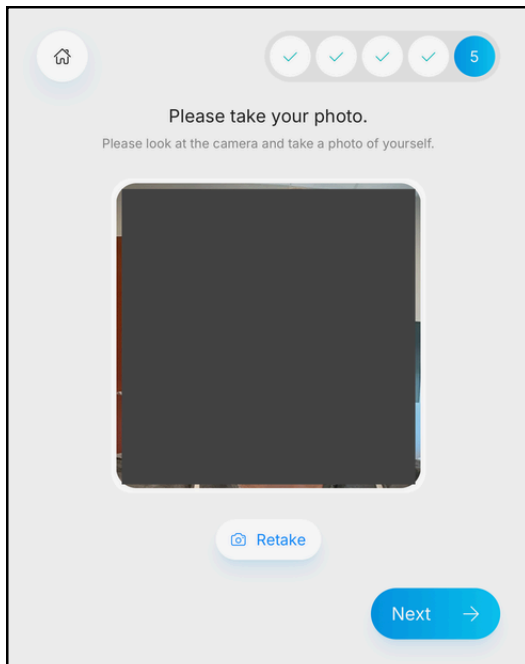
You will be prompted to take a photo of your ID.

STEP FIVE

Complete the reason for checking your student out of school.



The screenshot shows the app interface for Step Five. At the top, there is a home icon and a progress bar with five circles; the fourth circle is highlighted with the number 4. Below the progress bar, the text reads "What is the reason for picking up student early?". There is a text input field, followed by a list of options: "Sick", "Family Emergency", "Doctor Appointment", and "Other".



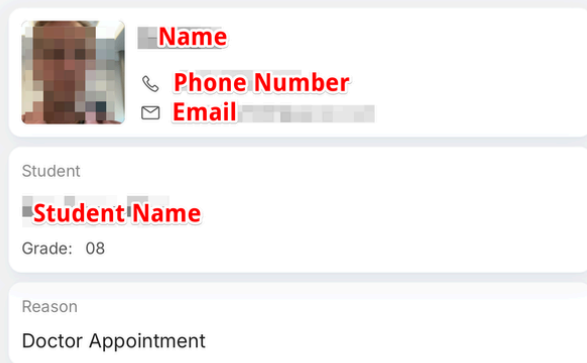
The screenshot shows the app interface for Step Six. At the top, there is a home icon and a progress bar with five circles; the fifth circle is highlighted with the number 5. Below the progress bar, the text reads "Please take your photo." and "Please look at the camera and take a photo of yourself." There is a large black square representing the camera view. Below the camera view, there is a "Retake" button with a camera icon. At the bottom right, there is a "Next" button with a right arrow.

STEP SIX

Use the tablet camera to take a photo of your face.

Confirm Your Information

Please confirm your information below before clicking Submit to check in.



The screenshot shows the app interface for Step Seven. It contains three input fields. The first field is for "Name" and has a small photo icon to its left. The second field is for "Phone Number" and has a phone icon to its left. The third field is for "Email" and has an email icon to its left. Below these fields, there are two more fields: "Student" and "Reason". The "Student" field has a small photo icon to its left and contains the text "Student Name". The "Reason" field contains the text "Doctor Appointment".

STEP SEVEN

Confirm your information and click **Submit**. The office will call your student down to meet you.

REMEMBER: Please remain in the vestibule until your child arrives and ensure your child checks out with the office staff.