



STAFF USER GUIDE



Bus, Walker & After School Dismissal Quick Guide For Staff

Bus Dismissal

To dismiss students to their bus routes for the day, staff will use the **Dispatcher** and select **Bus**.

- The **Manage Bus Status** button can be used to notify staff when a bus has arrived or departed campus. This notification will be visible in both the Dispatcher and Dismissal Progress Pages.
- Staff can adjust **filters** on the right side of the Dispatcher to view a specific list of students (e.g. by classroom or grade level).
- Staff can use the **Change Bus button** to filter students by bus route.
- Staff will click the blue **Dismiss** button for each student (or use the Board All option to dismiss in bulk) when students have been boarded onto the bus.
- In the event of a last minute calendar change, the **Force Insert Student** option can be used to quickly add a student to a bus route for dismissal.
- Staff can **Undo a Dismissal** if needed (click on the magnifying glass > search student by name or ID number > select student > select Undo Dismissal). This will put the student back into the bus route they were dismissed from; staff can then use the blue Dismiss button to accurately dismiss the student.

The screenshot displays the Dispatcher interface. At the top, a navigation bar includes icons for CAR, BUS, WALKER, AFTER SCHOOL, and PARENT CHECK IN. Below this, a secondary bar contains buttons for 'Change Bus', 'View History', and 'Manage Bus Status'. The main content area is titled 'All Bus Routes' with a 'LIVE UPDATING' indicator. A search bar for students is present. The central table lists students with columns for 'STUDENT', 'BUS ROUTE', 'BUS STATUS', and 'CONTROLS'. The 'CONTROLS' column contains blue 'DISMISS' buttons. To the right, a 'FILTERS' sidebar is visible, showing 'STUDENT TAGS' and 'CLASSROOMS' with checkboxes. A 'Force Insert Student' button is located in the top right corner of the interface.

STUDENT	BUS ROUTE	BUS STATUS	CONTROLS
Michael Bowers 4th - 123	12- Main St. & Green St.	HAS NOT ARRIVED	DISMISS
Kristin Delong 1st - 147	12- Main St. & Green St.	HAS NOT ARRIVED	DISMISS
Christina Fuller 2nd - 132	12- Main St. & Green St.	HAS NOT ARRIVED	DISMISS
Sophia Goody 2nd - 148	12- Main St. & Green St.	HAS NOT ARRIVED	DISMISS
Captain Hook 5th - 209	12- Main St. & Green St.	HAS NOT ARRIVED	DISMISS
Jamie Laws 3rd - 122	12- Main St. & Green St.	HAS NOT ARRIVED	DISMISS
Curtis Magglio 1st - 146	12- Main St. & Green St.	HAS NOT ARRIVED	DISMISS
Adriana Martin 2nd - 149	12- Main St. & Green St.	HAS NOT ARRIVED	DISMISS
Jackson Paul 3rd - 134	12- Main St. & Green St.	HAS NOT ARRIVED	DISMISS

Walker Dismissal

To dismiss walkers for the day, staff will use the **Dispatcher** and select **Walker**.

- Staff can adjust **filters** on the right side of the Dispatcher to view a specific list of students (e.g. by classroom or grade level).
- Staff can use the **Change Walker Line** to filter students by their assigned walker line.
- Staff will click the blue **Dismiss** button for each student when a student has been dismissed from the campus.
- In the event of a last minute calendar change, the **Force Insert Student** option can be used to quickly add a student to a walker line for dismissal.
- Staff can **Undo a Dismissal** if needed (click on the magnifying glass > search student by name or ID number > select student > select Undo Dismissal). This will put the student back into the walker line they were dismissed from; staff can then use the blue Dismiss button to accurately dismiss the student.

* Guardians can also announce their arrival from the Parent App to notify staff that they are on campus to pick up their student(s).

The screenshot displays the 'Walker - Independent Walkers' interface. At the top, navigation tabs include 'P', 'CAR', 'BUS', 'WALKER', 'AFTER SCHOOL', and 'PARENT CHECK IN'. Below the navigation, there are buttons for 'Change Walker Line' and 'View History'. The main content area is titled 'Walker - Independent Walkers' with a 'LIVE UPDATING' indicator. A search bar for students is present. The table below lists students with their names, grades, and IDs, along with their status and a 'DISMISS' button in the 'CONTROLS' column. A yellow box highlights the 'DISMISS' buttons for the first three students. On the right, the 'FILTERS' panel is visible, showing 'STUDENT TAGS' (0 STUDENT TAGS SELECTED) and 'CLASSROOMS' (All Classrooms, Bellmore, Harris). A yellow arrow points to a 'Force Insert Student' button at the top right.

STUDENT	STATUS	CONTROLS
Christopher Bennett 1st - 124	Not Dismissed	DISMISS
Jonathan Nightington 2nd - 102	Not Dismissed	DISMISS
Lillie Ryan 3rd - 133	Not Dismissed	DISMISS
Marc Peterman 5th - 154	Not Dismissed	DISMISS
Sally Jackson 5th - 155	Not Dismissed	DISMISS
Samuel Powers K - 115	Not Dismissed	DISMISS
Warren Peterman 4th - 133	Not Dismissed	DISMISS

After School Student Dismissal

To dismiss students for the day from their **After School Program**, staff will use the **Dispatcher**.

- Select **Dispatcher** from the left sidebar of the dashboard and select After School.
- If needed, select the **Change Program** option to dismiss students from a specific program.
- Staff can use additional **filters** to sort the student list as needed.
- Staff will then select the blue **Dismiss** button when the student is dismissed to their guardian. This will timestamp when the student was dismissed for the day.

- Staff can **Undo a Dismissal** if needed (click on the magnifying glass > search student by name or ID number > select student > select Undo Dismissal). This will put the student back into the program they were dismissed from; staff can then use the blue Dismiss button to accurately dismiss the student.

Need to add a student to an After School program at the last minute? Use the **Force Insert Student** option to quickly change the student's dismissal method.

** Guardians can also announce their arrival from the Parent App to notify staff that they are on campus to pick up their student(s).*

The screenshot shows the 'Extended Learning Day' interface. At the top, there are navigation tabs for 'CAR', 'BUS', 'WALKER', 'AFTER SCHOOL', and 'PARENT CHECK IN'. Below these are buttons for 'Change Program' and 'View History'. The main header is 'Extended Learning Day' with a 'LIVE UPDATING' indicator. A 'DISMISS ALL STUDENTS' button is visible. A search bar for 'Search Students' is present. The main content is a table of students with columns for 'STUDENT', 'STATUS', and 'CONTROLS'. The 'CONTROLS' column contains 'DISMISS' buttons for each student, which are highlighted with a yellow box. A 'Force Insert Student' button is located in the top right corner, highlighted with a yellow arrow. On the right side, there are 'FILTERS' and 'SORT OPTIONS' sections. The 'STUDENT TAGS' section shows '0 STUDENT TAGS SELECTED'. The 'STATUS' section has checkboxes for 'All Students', 'Announced', 'Not Announced', 'Checked In (Here)', and 'Checked In (Anywhere)'. The 'CLASSROOMS' section has checkboxes for 'All Classrooms' and 'Bellmore'.

STUDENT	STATUS	CONTROLS
Matthew Ellis 1st - 156	Not Dismissed	DISMISS
Christy Glendale 1st - 157	Not Dismissed	DISMISS
Claudia Kingston 5th - 165	Not Dismissed	DISMISS
Kimberly Lewis 2nd - 126	Not Dismissed	DISMISS
Amy Lowe 3rd - 120	Announced	DISMISS
Carly Steele 5th - 164	Not Dismissed	DISMISS

Using The Check-In Feature

Staff can check students into a location on campus prior to dismissal, creating a two-step check-in process.

- Select **Check In** from the left sidebar of the dashboard.
- Select program to **Check Students Into** and **This Check In Will: Just Check Them In.**

** The Change Pickup Method option will make a calendar change for the student(s) and reassign the student(s) to the selected program for dismissal.*

- Staff can use **filters** as needed to locate students within the list.
- Students can be checked in to the location by clicking the blue **Check In button** for each student OR by using the **Check In All** option to check in all students at once.



Using The In-Transit Feature

* To enable this feature in the portal, please have your school administrator email our team at success@pikmykid.com.

Staff also have the option of marking students **In-Transit** – this indicates a student has been sent from their classroom or supervision area to their dismissal location.

Staff viewing the **Dismissal Progress** page will mark the student as In-Transit by clicking on the person icon in the Pickup Mode column (to display pickup mode column, select filter icon > columns > Pickup Detail).

Once selected, the icon will appear on the **Dispatcher** page, allowing dismissal staff to see that the student is en route to the dismissal area.

Student Dismissals ▾

PICKUP MODE	STUDENT NAME
Car Line 1	 Goofy Dog
Car Line 1	 Daisy Duck
Car Line 1	 Donald Duck
Car Line 1	 Captain Hook
Car Line 1	 Mickey Mouse

Car Line 1 LIVE UPDATING

ACTIVE LINE		DISMISS ALL
#	STUDENT	CONTROLS
1	Goofy Dog 4 – 101	       