



## STAFF USER GUIDE

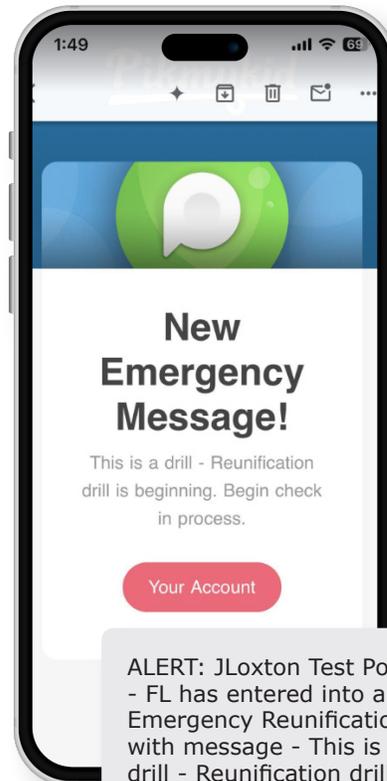


# Emergency Reunification Staff Guide *with* Pikmykid

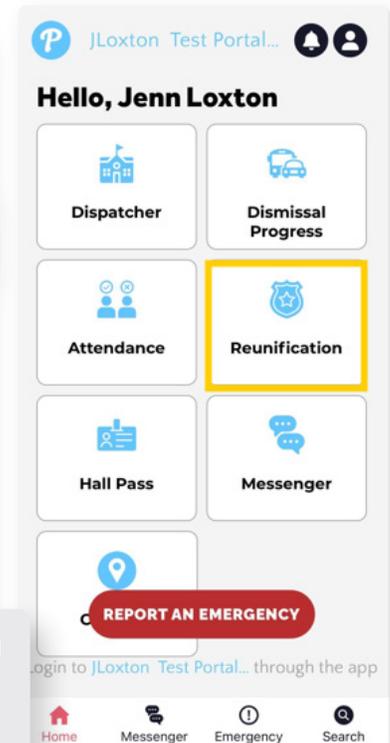
## Staff Notification

When a reunification is initiated, whether it's a drill or an actual reunification, staff users will receive both a text and email notification. Staff should verify that their phone number and email address are accurate in their school portal profile. For more information on receiving alerts, please refer to our [Emergency Alert System Staff Guide](#).

*All actions for reunification can be found in the school web portal or through the Pikmykid Staff App.*



ALERT: JLoxton Test Portal - FL has entered into an Emergency Reunification with message - This is a drill - Reunification drill is beginning. Begin check in process.



## Student Check-In

Staff who are responsible for supervising and checking in students will use the **Check-In** page.

If there are multiple student supervision areas for the reunification process, staff will **select the holding area** in which they are supervising before checking in students. Staff also have the ability to **filter for specific information** such as students assigned to their class or grade-level; staff can also search for a student by name.

Students who are present and with the staff member in the supervision area will be marked as accounted for with a green **Check-In**; students who are not present with the staff member in the supervision area are marked as **Missing**.

Once staff begin checking in students, the **Student Status** will update in real-time to show where each student is located. At any time during the process, users will be able to see the student status as it updates.

Reunification Student Check-In ● LIVE UPDATING

Choose the holding area to check students into  
Soccer Field

STUDENT ID	GRADE	CLASS	STUDENT STATUS	GUARDIAN STATUS	CONTROLS
D: 127	5th	Knight	Checked into Soccer Field	Not Checked In	<span style="background-color: green; color: white; padding: 2px;">Check In</span> <span style="border: 1px solid gray; padding: 2px;">Missing</span>
PMK ID: 152 SIS ID:	4th	Petty	Checked into Soccer Field	Not Checked In	<span style="background-color: green; color: white; padding: 2px;">Check In</span> <span style="border: 1px solid gray; padding: 2px;">Missing</span>
PMK ID: 151 SIS ID:	3rd	Room 102	Missing	Not Checked In	<span style="border: 1px solid gray; padding: 2px;">Check In</span> <span style="background-color: red; color: white; padding: 2px;">Missing</span>
PMK ID: 208 SIS ID:	5th	Knight	Checked into Soccer Field	Not Checked In	<span style="background-color: green; color: white; padding: 2px;">Check In</span> <span style="border: 1px solid gray; padding: 2px;">Missing</span>
PMK ID: 124 SIS ID:	1st	Swanson	Checked into Soccer Field	Not Checked In	<span style="background-color: green; color: white; padding: 2px;">Check In</span> <span style="border: 1px solid gray; padding: 2px;">Missing</span>

Filters Clear Filters

**Grade** **Classroom** **Student ID**

All All

**Student Tag** **Student Status**

All All

**CHECK-IN** ✕

Reunification Student Check-In ● LIVE UPDATING

- Christopher Bennett** 124 Check In Missing  
Status: Checked into Soccer Field
- Joey Benson** 162 Check In Missing  
Status: Missing
- Nicole Bergan** 140 Check In Missing  
Status: Checked into Soccer Field
- Michael Bowers** 123 Check In Missing  
Status: Checked into Soccer Field
- Thomas Cappolini** 130 Check In Missing  
Status: Checked into Soccer Field
- Sandy Crossly** 161 Check In Missing  
Status: Missing

## Guardian Check-In & Verification

Staff who are responsible for Guardian Check-In and Verification will use the **Dispatcher**. Along the right hand side of the Dispatcher, staff can use filters to sort student information by guardian status, classrooms, and grade level.

As guardians arrive on campus, staff will **Check-In** and verify who is there to pick up the student. (Parents can add additional emergency contacts within the **Pikmykid Parent App**).

**Dashboard** • LIVE UPDATING

EMERGENCY REUNIFICATION

Parent Check In and Reunification • LIVE UPDATING

ALL STUDENTS

STUDENT TAGS

STUDENT TAGS SELECTED

GUARDIAN STATUS

CLASSROOMS

Guardian Check In

Joey Benson

162 STUDENT ID 4th GRADE

Not Dismissed DISMISS

Not Dismissed DISMISS

Not Dismissed DISMISS

Not Dismissed CHECK IN

GUARDIAN NOT IN THIS LIST?

If the guardian is not in this list, checking this box will allow you to check them in. Staff takes responsibility for ensuring guardian identity is verified.

I HAVE CHECKED AND VERIFIED GUARDIAN RYAN BENSON'S IDENTITY.

CANCEL CHECK IN

STUDENT

STUDENT ID

GRADE

STATUS

CONTROLS

DISMISS

DISMISS

DISMISS

CHECK IN

CHECK IN

CHECK IN

CHECK IN

CHECK IN

CHECK IN

STUDENT TAGS

0 STUDENT TAGS SELECTED

GUARDIAN STATUS

All Students

Announced

Not Announced

Checked In

Not Checked In

CLASSROOMS

All Classrooms

1-Swanson

2-Belmore

CHECK-IN

Please Select

View History

Parent Check In and Reunification

LIVE UPDATING

Check In Guardian

REUNIFICATION LINE FILTERS

ALL STUDENTS

Search Students

STUDENT CONTROLS

Christopher Bennett

1st - 124

DISMISS

Joey Benson

4th - 162

CHECK-IN

As guardians are being checked in and verified, staff members who are supervising students see live updates on the **Check-In** page.

*The Check-In & Dispatcher pages are accessible from the school portal and the Pikmykid Staff App.*

Reunification Student Check-In • LIVE UPDATING

Choose the holding area to check students into:

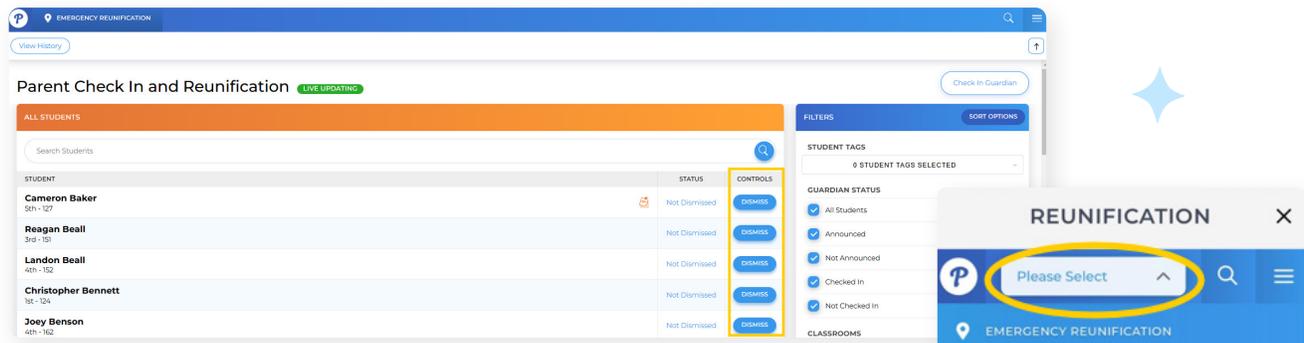
Soccer Field

Name contains Student Name

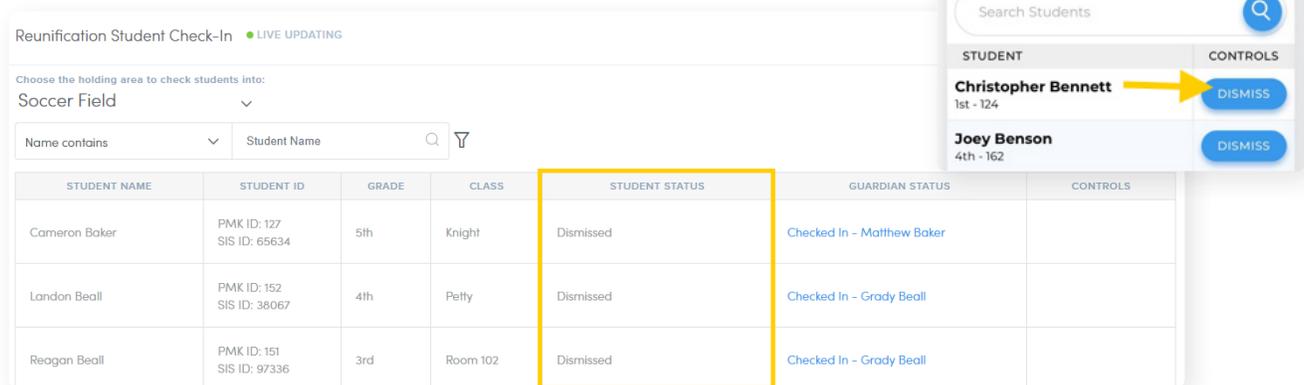
STUDENT NAME	STUDENT ID	GRADE	CLASS	STUDENT STATUS	GUARDIAN STATUS	CONTROLS
Cameron Baker	PMK ID: 127 SIS ID: 65634	5th	Knight	Checked into Soccer Field	Checked In - Matthew Baker	Check In Missing
Landon Beall	PMK ID: 152 SIS ID: 38067	4th	Petty	Checked into Soccer Field	Checked In - Grady Beall	Check In Missing
Reagan Beall	PMK ID: 151 SIS ID: 97336	3rd	Room 102	Missing	Checked In - Grady Beall	Check In Missing
Tinker Belle	PMK ID: 208 SIS ID: 14013	5th	Knight	Checked into Soccer Field	Not Checked In	Check In Missing
Christopher Bennett	PMK ID: 124 SIS ID: 41857	1st	Swanson	Checked into Soccer Field	Not Checked In	Check In Missing

## Student Dismissal

After students have been checked in and accounted for, and guardians have been checked in and verified, students and guardians can be reunited and dismissed from the family waiting area that you've created in your reunification plan. Staff responsible for dismissing students to their families will use the **Dispatcher**. Staff will simply press the Dismiss button as families are reunited, timestamping exactly when that student was dismissed to the guardian. *(During a drill, staff will NOT be able to dismiss students from the portal. This is so the reunification drill does not disrupt other processes for the day (e.g. Dismissal, Hall Pass, etc.).*



If students were dismissed during an actual reunification process, staff viewing the **Check-In** page will be able to see status updates as students are dismissed.



## Reunification Progress

Administrators and staff overseeing the reunification process can access a comprehensive overview of all actions taken during the reunification drill or emergency event from the Reunification Progress page.

JLoxton Test Portal - FL

Dashboard

All Students

Check In

Absentee Students

**Reunification Progress**

Dispatcher

PARENT REQUESTS

Dismissal Changes

TOOLS

Pikmykid

Reunification Progress

HIGHLIGHTING OPTIONS MUTE

STUDENT NAME	STUDENT ID	GRADE	CLASS	STUDENT STATUS	GUARDIAN STATUS
Reagan Beall	151	3rd	Room 102	Dismissed	Checked In - Grady Beall
<b>Joey Benson</b>	<b>162</b>	<b>4th</b>	<b>Petty</b>	<b>Missing</b>	<b>Not Checked In</b>
Christopher Bennett	124	1st	Swanson	Checked into Soccer Field	Not Checked In
Tinker Belle	208	5th	Knight	Dismissed	Checked In - Tilly Belle
Landon Beall	152	4th	Petty	Dismissed	Checked In - Grady Beall
Cameron Baker	127	5th	Knight	Dismissed	Checked In - Matthew Baker

Reunification Progress

Filters

Clear Filters

STUDENT NAME	Grade	Classroom	Student Tag
Reagan Beall	All	All	All
<b>Joey Benson</b>			
Christopher Bennett	All		
Tinker Belle			

Student Status: All

Columns: 4 items selected

CHECK-IN

Pikmykid

Jenn Loxton ADMIN

Reunification Student Check-In • LIVE UPDATING

Christopher Bennett 124    
 Status: Checked into Soccer Field

Joey Benson 162    
 Status: Missing

Nicole Bergan 140    
 Status: Checked into Soccer Field

Michael Bowers 123    
 Status: Checked into Soccer Field

Thomas Cappalini 130    
 Status: Checked into Soccer Field

Sandy Crossly 161    
 Status: Missing

