

SchoolPass Parent Information

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❖ SchoolPass Attendance

Parents will use SchoolPass to **report attendance information for their child, such as an absence, late arrival, or early pickup**. When submitted, all parents listed for the child's account will receive an email notification with the absence information. This information may be submitted in advance, or the day of the absence.

❖ SchoolPass Dismissal Management

Our Lower School grades ES-5 uses the dismissal management features of SchoolPass. This system allows parents of **Lower School students to designate dismissal plans** such as picking up in the carline, taking the bus, or going home with a friend.

Need help? If you experience technical problems with accessing your SchoolPass account, please reach out to helpdesk@sssas.org. For questions regarding our medical procedures, please contact saintshealth@sssas.org.

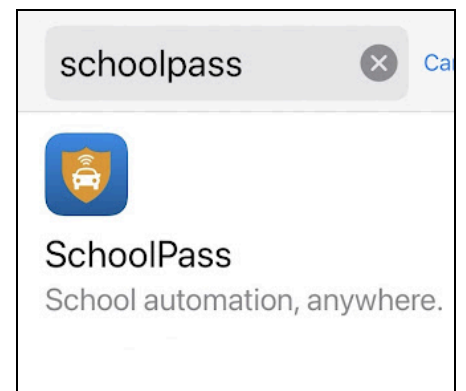
Getting Started with Your SchoolPass Account

Please follow the below procedures to access your SchoolPass account for the first time, or watch this helpful [Password Reset Video Tutorial](#).

- **Download the SchoolPass App from your app store. Open the App.**
- Students and Employees should click on the sign in with Google button.
- Parents should select the Forgot Your Password? link.
- Enter your email address*, then click Send Temporary Password.
- Use the temporary password in the resulting email to access your account.

*Note: This is the email address that is on your school website profile.

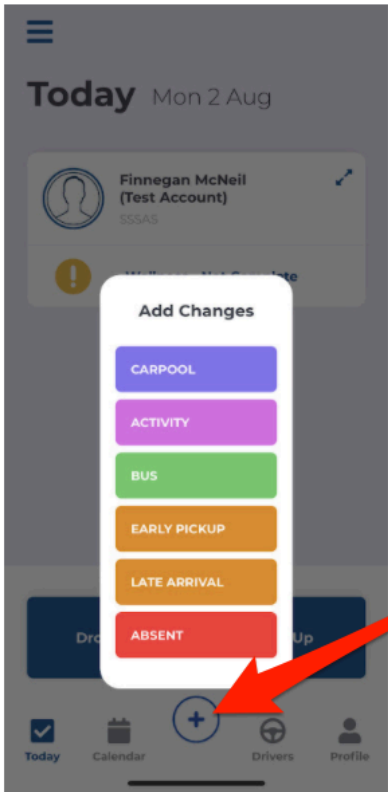
IMPORTANT! IF YOU ARE A LOWER SCHOOL PARENT, please give the app permission for GPS/location access as this ties into our [dismissal management system](#).



Reporting a Student Absence

To notify the school that your child will be absent, arriving late or leaving early, start by selecting the large **+** symbol in the center of the menu bar.

Attendance options are as follows:



- ☐ **Absent** - Student will be absent from school for a particular day. Note that if your child does return to school this will automatically be changed to a late arrival. If you're not sure if your child will return to school, choose absent.

- ☐ **Late Arrival** - Student will be arriving to school after the start of the school day.

- ☐ **Early Pickup** - Student will be picked up 30 minutes or more before the start of dismissal.

In the NOTES section of the attendance record that you are submitting, **please specify the nature of the absence.** For example, if your child is absent for illness related reasons, a dentist appointment, a family event like a funeral, or a college visit. These details are very helpful information for our Health Services team.

Lower School Dismissal Information for Parents

St. Stephen's and St. Agnes Lower School uses a digital dismissal management and attendance system, called SchoolPass, to enhance student safety and ensure a speedier and more efficient dismissal for grades ES-5.

With this system, homeroom teachers will automatically be notified when you arrive on campus, and log your position in the carline queue.

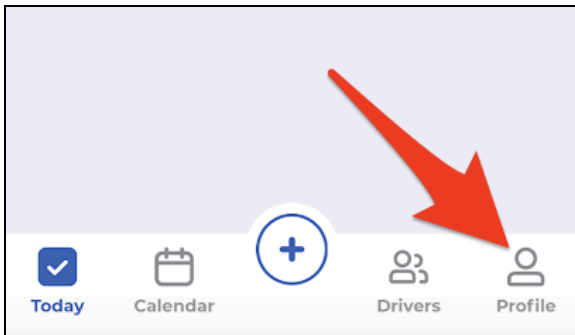
How does the dismissal system know when a parent arrives on campus? Parent arrivals are detected by **reading your license plate (LRP) and/or your EZ Pass RFID tag**. Parents may also use the SchoolPass App to manually log themselves in when they arrive on campus.



License Plate Recognition (LRP) Camera at the Fontaine Street Entrance

SchoolPass Lower School Dismissal Setup

Adding a License Plate



Start by selecting Profile to enter or verify your own driver information.

Scroll down to the bottom of your profile to enter your license plate and/or toll tag information for your vehicle(s).

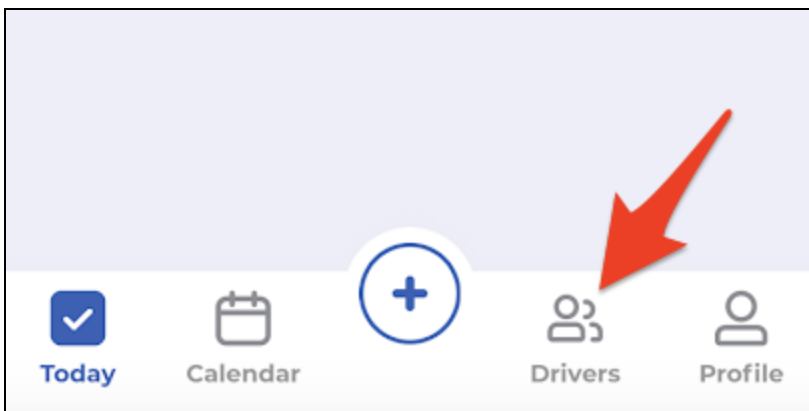
- License plates should be entered as alphanumeric entries.
- Do not enter any spaces.
- Do not enter any dashes.
- Do not enter any state information.

For example, the plate displayed on the right would be entered as JGY6201.

We recommend using *both* your license plate and your EZ Pass toll tag #, if you have one. This will increase the reliability that our system will properly register your vehicle when you arrive on campus.

While you are in your profile, upload a photo of yourself to help our staff visually identify you when you arrive on campus!

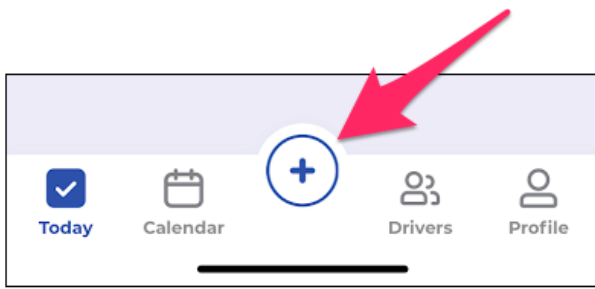
Adding Authorized Drivers



Select the Drivers button to review and add Drivers for your family carpool. All parents are entered automatically, but grandparents, babysitters, or other parties must be entered by you. Enter the required profile information for your additional driver, to list them as a person authorized to pick up your child.

NOTE: If you do not want an additional driver to have permission to access and edit dismissal information, leave the email address field blank.

Making Dismissal Changes



By default, all Lower School students are set with a daily dismissal plan for carpool with their own parents. Parents can use the SchoolPass app or the website to indicate that they would like to change their child's dismissal plan.

To make a change in the app, start by clicking in the big + symbol. On the SchoolPass website these options are on the home screen.

SchoolPass Parent/Student App (+)	SchoolPass Website https://sssas.school-pass.net

To send a child home with a different carpool, choose Carpool (app) or Move to Carpool (website). Select the date(s) that this change will apply to. On the next screen you will select the carpool that you would like your child to be sent home with. Search for the last name of the child using the search bar at the top of the screen.

To send a child to an after school activity, choose Activity (app) or Move to Activity (website). All activity options are listed here. For students in grades 3-5, parents may indicate via Activity that they are walkers, which means that they will be dismissed to walk (or bike) home independently, at the end of their school day.

If you would like to send your child home on the bus, or to another campus on a shuttle, please select Bus or Move to Bus.

(You'll notice that the attendance options for early dismissal/pickup, late arrival, and reporting an absence are also in the same location. [Learn more about attendance procedures.](#))

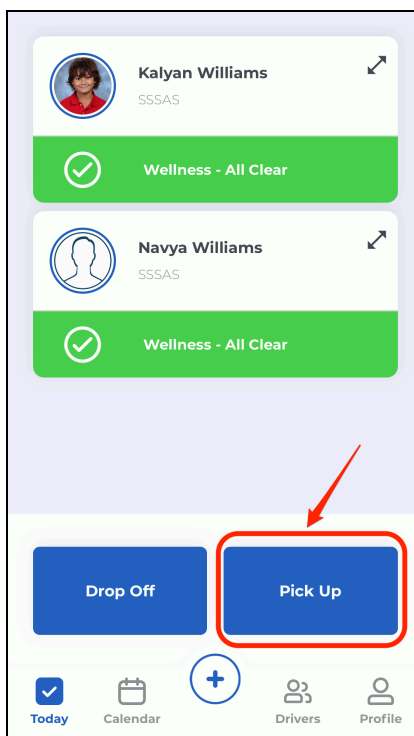
When your dismissal changes are submitted, an email notification is sent automatically to the Lower School attendance managers and to the appropriate homeroom teacher. Teachers can also view a web page at the end of the day that shows them each child and where they are headed for dismissal - bus, clubs, carpool with another student, etc.

SchoolPass Parent Walk Up Check-in

Walk Up Check In

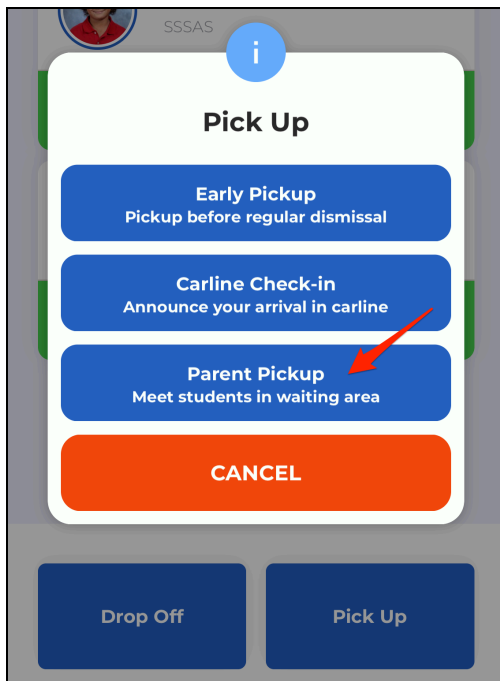
If you walk up and do not drive on to campus to pick up your child, you will need to add your child to the dismissal session by completing a "Pick Up" check in.

To add your child or children to the dismissal session, open the parent app and click on the "Pick Up" button:



If you are asked to allow the SchoolPass App to use your location, please allow location services while using the app. (We use your GPS location to ensure that you're physically on campus before we send your child outside to meet you.)

Then choose the type of pickup you are making, which is "Parent Pickup" if you are walking up:



Your child will now show up on their teacher's screen to signal that they should be dismissed from the classroom, just as if you drove on campus.

Still have questions?

Visit www.sssas.org/SchoolPass for helpful information on all the SchoolPass features, including parent frequently asked questions!