Dismissal Guru is an affordable, simple solution for your school's dismissal needs. It's a Google Sheets add-on that makes it easy to generate random unique PIN numbers and individual dismissal sheets. It even automatically archives daily dismissal logs in your Google Drive.

Once students are loaded into your add-on, students can be called for dismissal via a Google Form submission of their PIN number and a location they should go to (i.e. Car Line, North Gate). Teachers only need to monitor sheets related to their students. Outdoor dismissal staff enter PIN numbers and select a location via their smartphones on a Google Form.

1. After launching the Add-on, start by populating the student tab with your own students. The **Section** column will correspond to the individual dismissal sheets to be created in Step 2.
2. Create the individual dismissal sheets. These sheets will contain the necessary query for processing the Form Responses.
3. Share the Dismissal Sheet with your teachers. They can bookmark this link and access it at the end of each day. Share the Form URL with your outdoor dismissal staff who will be entering the PINs.
4. Should you not have a need to collect email addresses, simply delete that question in the form and hide the corresponding column in the Google Sheet.

Do not rename any of the sheets or columns generated by the add-on. These are linked to how the add-on functions.

If you don't need to track email addresses, you can delete that question in the Form, but leave that column in the response sheet. You can hide it if you like.