



September 22, 2022

Dear Parents,

This letter is to inform you that we have implemented a new program here at school called SchoolPass. Many of you have already received an email from SchoolPass regarding your child's dismissal. SchoolPass is a program that will assist the school in automating both the 3:00 pm and 4:00 pm dismissals, tracking after school activities and extended day. We began using the program mid-year of the 2021-2022 school year and have found that it has streamlined tracking the student's dismissal and participation in afterschool activities. Enabling this program will allow you to change your child(ren)'s dismissal prior to 2:30pm without having to call the school or sending an email. You will receive email verification that dismissal procedures have changed. You will also be able to log into SchoolPass and mark your student absent and the reason. A note regarding the absence from a parent or guardian will still be required upon returning to school, but you will not have to call the school to report the absence once you log it into the program.

Below you will find some short videos to aid you in setting up SchoolPass on your device as well as how to use it.

Parent resources can be found here:

- App Download & Login Steps - <https://player.vimeo.com/video/563262139>
- Updating Your Profile in the App - <https://player.vimeo.com/video/563264147>
- Adding & Removing Drivers in the App - <https://player.vimeo.com/video/563263754>
- Making Carpool Changes in the App - <https://player.vimeo.com/video/563259380>
- Making Early Pickup Changes in the App - <https://player.vimeo.com/video/563259864>
- Making Late Arrival Changes in the App - <https://player.vimeo.com/video/563260196>
- Making Absence Changes in the App - <https://player.vimeo.com/video/563261126>

As always you can contact me at ccody@hcali.org with any questions, concerns or for any help you need with the program.

Thank you,

Courtney Cody
Director of Technology & Communications