# How to Make Student Dismissal Changes

Raptor Safe will allow you to make changes to your student's end-of-day dismissal. You can add them to a new carpool for the day, add them to a bus, or even to an activity. These changes can either be a one-time change or a recurring change.

Step 1: Log in to the Raptor Safe app and click the **Dismissal** tab located in the middle of your screen. This will take you to the student selection screen.
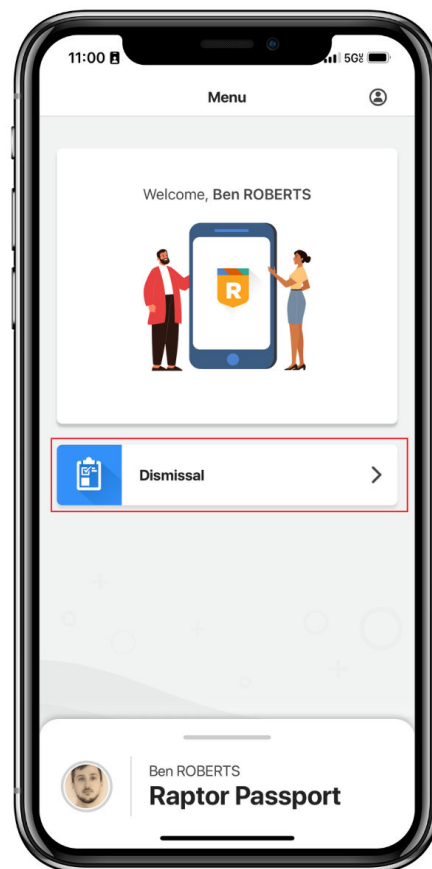
Step 2: The student selection screen displays any student(s) you are connected to as a guardian. If you are missing a student, please contact your school or district. Select the student you would like to view.
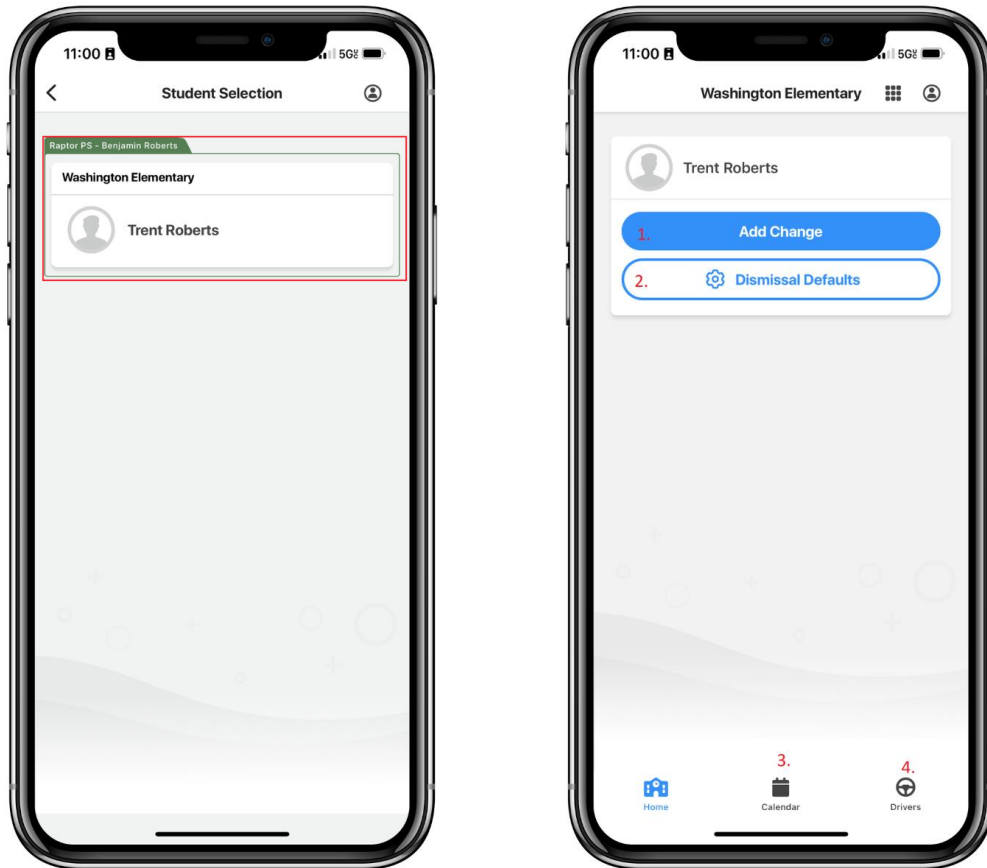
Once you have clicked your student, you will arrive at the **Dismissal** screen. Here you can...

1. **Add Change** for your student
2. View your student's **Dismissal Defaults**
   (Where they typically would dismiss to at the end of each week day)
3. View your student's Dismissal **Calendar**
4. Review, add, or update authorized **Drivers** to your carpool

Making a Student End-of-Day Dismissal Change

Making same-day changes to your student's dismissal plan is quick & simple with Raptor Safe! Your school will set a cutoff time for making these changes. For example, if your school dismisses at 3:05 p.m., the cutoff time may be 2:35 p.m.

If you are attempting to make a change after this cutoff time, please contact your school.

Step 1: Click **Add Change**

Step 2: Select which type of dismissal change you are making. Depending on how your school has configured DismissalSafe you may see some or all the following options — Carpool, Bus, and/or Activities.
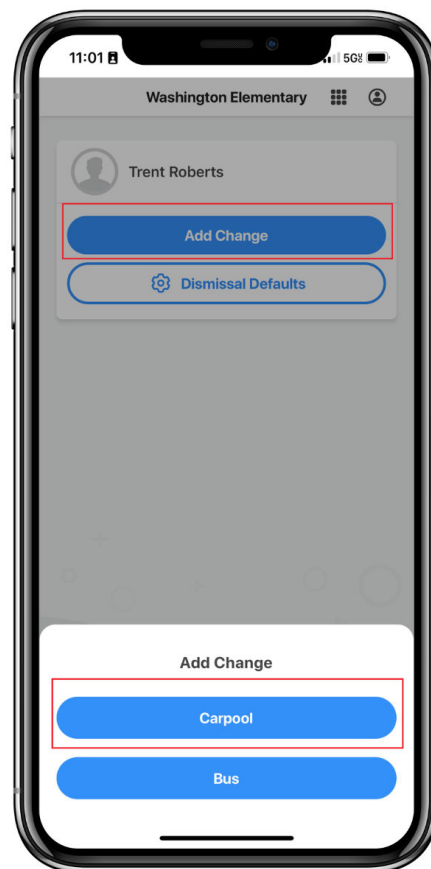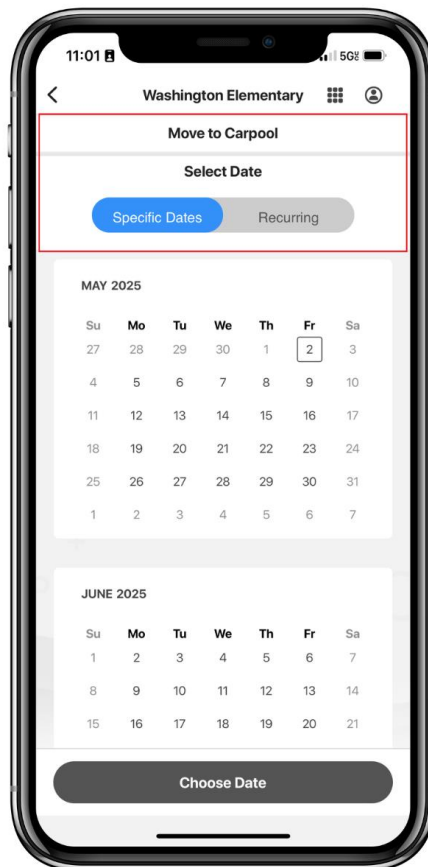
The dismissal changes can either be **Specific Dates** or **Recurring**.

Specific Dates
This can be used if your student is going home with a friend or neighbor, or instead riding the bus on a given day.

Recurring
This can be used if your student is going home with a friend or neighbor, or instead riding the bus on a recurring schedule.
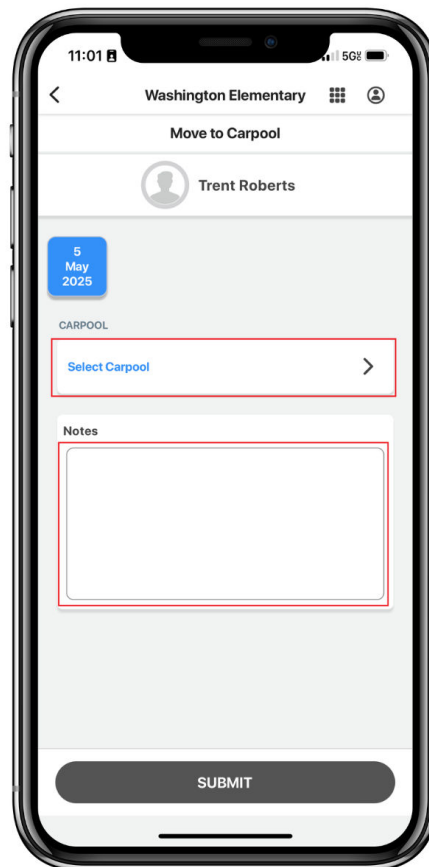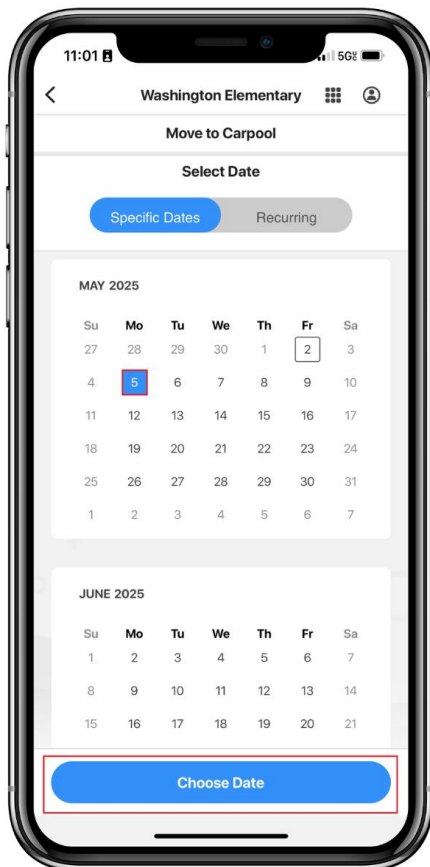
Specific Date

Step 1: Select the **Specific Date(s)** for your student's dismissal change

Step 2: Click **Choose Date**

**Step 3:** Click **Select Carpool** to make the new selection. **Notes** are optional.

Step 4: Search the name of the carpool you would like to move your student to. You can search by parents' or students' first and last name.

PAR = Parents associated with the carpool
STU = Students associated with the carpool

Step 5: Click to select the correct carpool.

Step 6: Review the change you have made. Then, click to **Submit**.
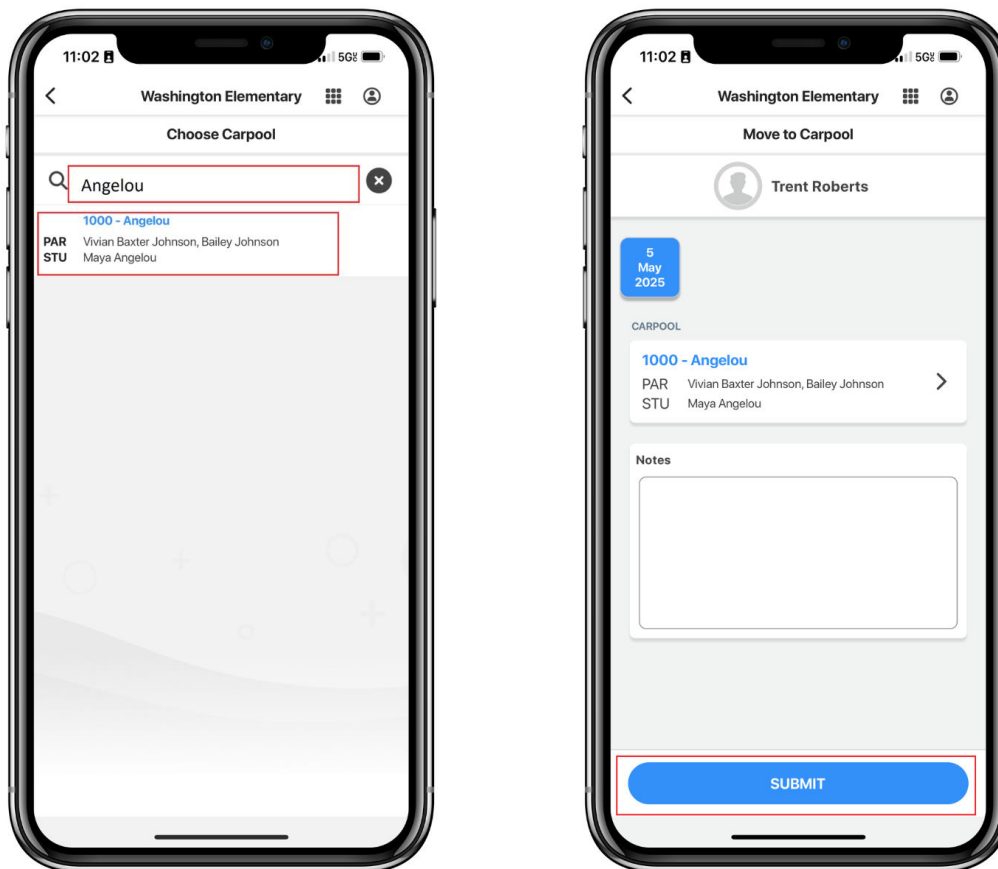
Recurring Dates

Step 1: Switch the tab from **Specific Dates** to **Recurring**

Step 2: Edit these additional fields...

B. Input the **Start** date for when the recurring dismissal change begins

C. Input the **End** date for when the recurring dismissal change ends

D. Select the **Repeat Every** frequency for the recurring dismissal change *(Every Week, Every Two Weeks, etc.)*

E. Select **On** which week days the recurring dismissal change will occur *(Every Monday, Only Monday and Tuesday, Every day, etc.)*

F. Click **Choose Date** to proceed
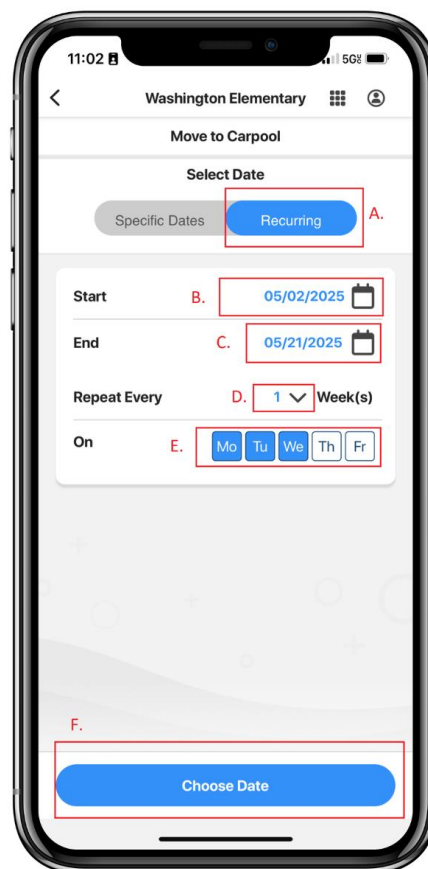
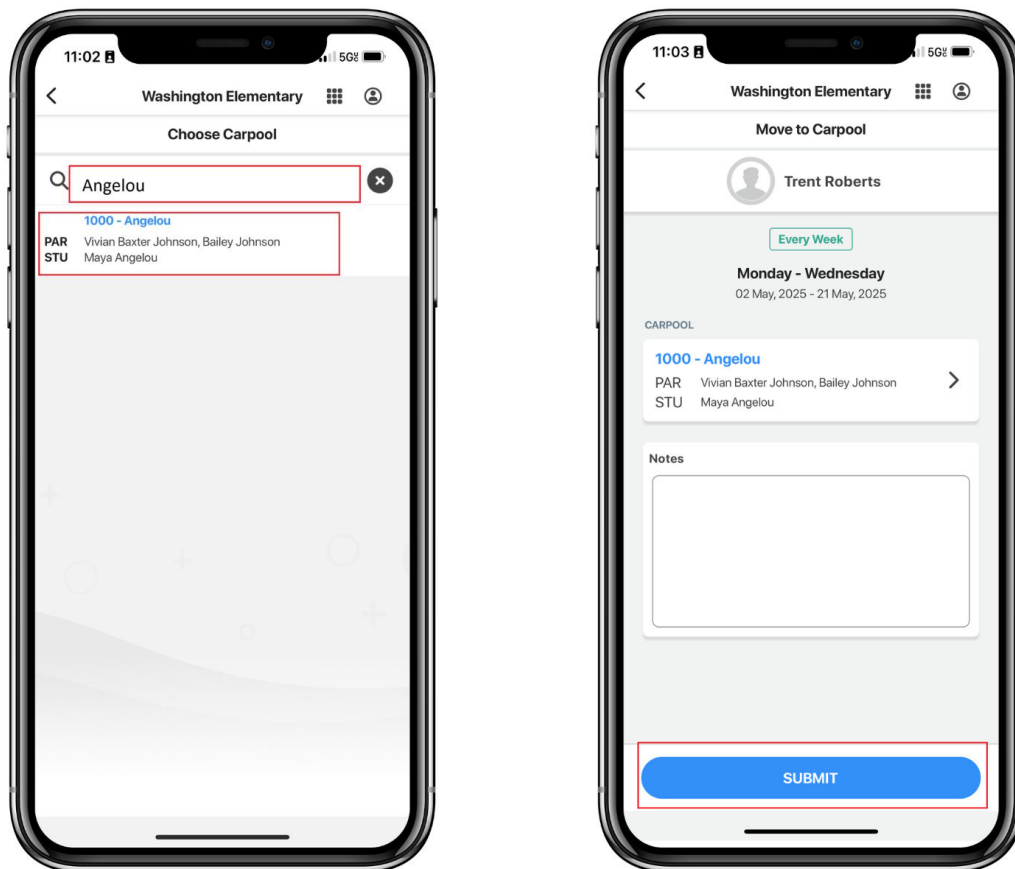**Step 3:** Click **Select Carpool**. **Notes** are optional.

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      PAR = Parents associated with the carpool
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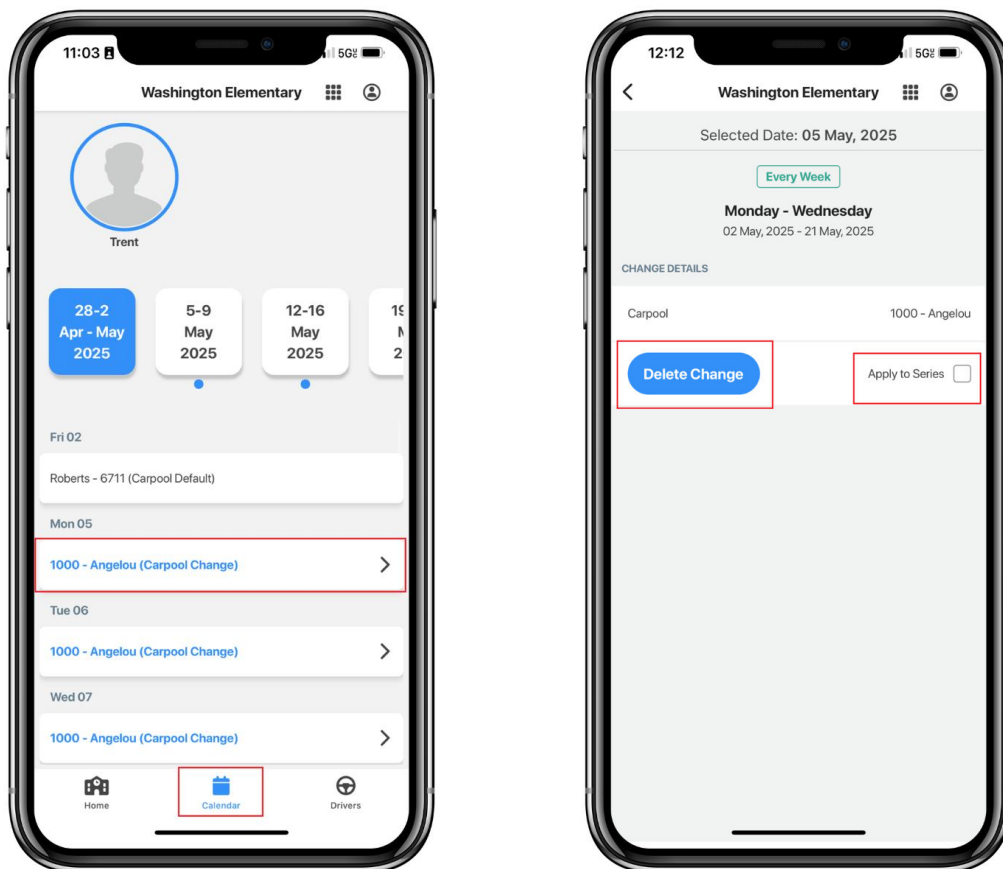**Step 6:** Review the change you have made. Then, click to **Submit**.

Calendar

Navigate to the **Calendar** tab to view any changes you have made. You can either scroll on this page or select the date in the top calendar squares.

If you need to remove a dismissal change, click to open that change date.

Click **Delete Change**.

Alternatively, you can make a specific date change **Apply to Series**.

Dismissal Default

To view your student(s) daily dismissal method, click **Dismissal Defaults**.

If you need to change this default schedule, please contact your school admin.