

Schools, especially elementary schools, need after school dismissal plans for all students so that each child may be routed to the appropriate area at the end of the day. A detailed plan for each student increases dismissal efficiency. An *electronic form* is available in ParentVUE for parents to supply this information to schools. **Fill out this form ONLY if your child's school requests this information.** Not all schools may be collecting dismissal information through ParentVUE.

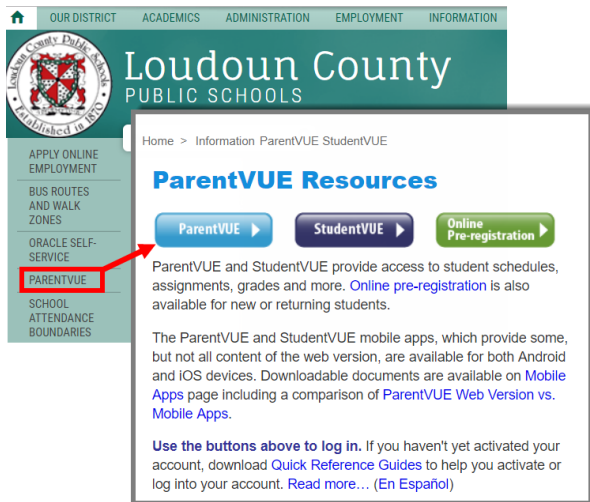
➔ **You must have an active ParentVUE account to complete this process. If you are unable to log in or need to create a ParentVUE account, contact your child's school.**

## NAVIGATE TO PARENTVUE & LOG IN

*Important: the information being collected is your child's standard dismissal plan. For occasional changes to this plan, please contact your child's school.*

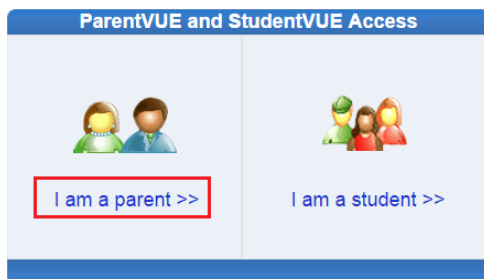
**Fill out this form only if your child's school requests this information.**

1. From the [LCPS home page](#), click **ParentVUE**.
2. Then click on the blue **ParentVUE** button.



**Important!!** This electronic form is only available in the web version of ParentVUE.

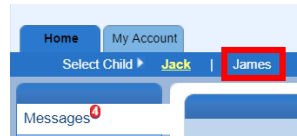
*Option:* navigate directly to <https://portal.lcps.org> in any web browser and then click on **I am a parent>>**.



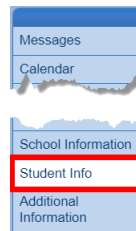
3. Enter your user name and password and click on **Login**.

## SELECT A STUDENT

1. If you have more than one student in LCPS schools, click on the name of the student for whom you are providing dismissal information. Complete the process for each child whose school has requested this information.



2. Click on the **Student Info** menu item.



3. Click on the **Edit Information** button then complete either the **Weekly Plan** or **Daily Plan** for your child.



## OPTION 1: WEEKLY PLAN

Follow these steps if your child is dismissed the same way every day. Skip to **OPTION 2: DAILY PLAN** if your child's dismissal plan differs one or more days during the week.

1. Scroll to the **Standard After School Dismissal Plan** section and complete the **Weekly Plan** section only.
2. Choose the dismissal type from the **Weekday Dismissal** menu (Scheduled LCPS Bus, Car Line, Daycare Bus, Walker or CASA/YMCA).
3. If your child will be riding a Daycare bus, also provide the Daycare name in the **Weekday Aftercare Site/Name**.

Standard After School Dismissal Plan		
Description	Current Value	Changed Value
Use this form to provide your child's standard after school dismissal plan only if requested by your child's school. <b>Do not use this form for daily changes.</b> Contact your child's school for occasional daily dismissal change.		
Fill out the Weekly Plan section if your child is dismissed the same way all week. Fill out the Daily Plan section if your child's dismissal plan differs on one or more days during the week. Do not fill out both sections.		
<b>Weekly Plan (same dismissal every day of the week):</b>		
Weekly Dismissal Type	<input type="text"/>	<input type="text"/>
Weekly Aftercare Site/Name	<input type="text"/>	<input type="text"/>

4. Click on the **Save Changes** button.
5. If needed, return to the **SELECT A STUDENT** section above to complete the process for another child.

## OPTION 2: DAILY PLAN

Follow these steps if your child’s dismissal plan differs for one or more days during the week. Complete the information for every day of the week.

1. Scroll to the **Standard After School Dismissal Plan** section and complete the **Daily Plan** section only.
2. Complete the **Monday Site/Name** field (e.g. Home, Daycare name, or any other information related to the child’s after school destination).
3. Choose the dismissal type from the **Monday Dismissal Type** menu (Scheduled LCPS Bus, Car Line, Daycare Bus, Other LCPS Bus, Walker or CASA/YMCA).

Standard After School Dismissal Plan

Description	Current Value	Changed Value
Use this form to provide your child's standard after school dismissal plan only if requested by your child's school. <b>Do not use this form for daily changes.</b> Contact your child's school for occasional daily dismissal change.		
Fill out the Weekly Plan section if your child is dismissed the same way all week. Fill out the Daily Plan section if your child's dismissal plan differs on one or more days during the week. Do not fill out both sections.		
<b>Weekly Plan (same dismissal every day of the week):</b>		
Weekly Dismissal Type		
<b>Daily Plan (dismissal differs for one or more days during the week):</b>		
Monday Site/Name	<input type="text"/>	<input type="text"/>
Monday Dismissal Type	<input type="text"/>	<input type="text"/>
Tuesday Site/Name	<input type="text"/>	<input type="text"/>
Tuesday Dismissal Type	<input type="text"/>	<input type="text"/>
Wednesday Site/Name	<input type="text"/>	<input type="text"/>
Wednesday Dismissal Type	<input type="text"/>	<input type="text"/>
Thursday Site/Name	<input type="text"/>	<input type="text"/>
Thursday Dismissal Type	<input type="text"/>	<input type="text"/>
Friday Site/Name	<input type="text"/>	<input type="text"/>
Friday Dismissal Type	<input type="text"/>	<input type="text"/>

4. Repeat steps 2 and 3 for the Tuesday – Friday fields.
5. Click on the **Save Changes** button.
6. If needed, return to the **SELECT A STUDENT** section above to complete the process for another child.

## PARENTVUE HELP

The [District ParentVUE](#) site has resources to help you activate your ParentVUE account. [Frequently Asked Questions](#) and downloadable [Quick Reference Guides](#) are available to guide you through the process and help navigate the system.

Each school has dedicated staff to help parents with their accounts. Go to your school’s website and click on the PARENTVUE Channel link to find names and phone numbers of staff who can help you.

