Changing and/or Creating a Routine for Transportation in ParentVue App

Follow the steps below to change transportation for a particular day and to create a specific routine for your student. This is used when your student’s Default Transportation is one mode, but you need to change it for one day or a particular amount of time.

You can also create a routine for a specific amount of time or days. For example, if your student’s default transportation mode is car, but for two weeks in November, they need to be bus, utilize the Temporary Dismissal Changes below.

Do not change the Default Transportation unless it is a permanent change.

**Step 1:** Open ParentVue App on your device.

**Step 2:** Click on “Student information” at the bottom of the menu options.

**Step 3:** Click on “Dismissal Changes.” A new window will open.

**Step 4:** Click on “View/Change After School Dismissal.”

**Step 5:** Click on “Temporary Dismissal Changes: Change.”

**Step 6:** Using the drop-down calendar, select the date you wish to edit transportation.

**Step 7:** Once you select the date, transportation drop-down will appear. Select the transportation mode. Notes are not required, but you can add something for teacher and the front office to see. For example, “This is Max’s first time on the bus.” or “Max is riding home car with Joe. Joe’s car number is 123.” You can also select a reoccurring routine for the same schedule.

**Step 8:** Click save. Your changes will be noted for the date selected.
Step 2

- Student Information

Step 3

- Dismissal Changes
Step 4

Step 5
Step 6

Step 7 & 8