

MAC OGS Dismissal App **School Connect by Trispects Inc.**

How to pick up my child through the dismissal app?

- 1. Download the App from the App Store (iOS) or Google Play (Android)**
School Connect (Parent) - by Trispects Inc. If you have the app installed, please **UPDATE** to the latest version.
- 2. Create your account**
 - a. Select **Register**
 - b. Fill out required information and **Register**
 - c. **Verify** your account by entering the Verification Code sent to your email
 - d. Your account is created now
- 3. Login to your account and add your child(ren)**
 - a. from the profile menu under "student profile" click on: Add Child
 - b. Enter your child information and their School Email then submit
 - c. **Verify** by entering the Verification Code sent to your child's school email
 - d. Your child is now added
 - e. Repeat these steps for all you children in JK-Grade 5 students or in the Quran Academy
- 4. Pick up your child**
 - a. You will **NOT** be able to send a pickup request for your child(ren):
 - i. Before 2:55 pm
 - ii. If you are not within certain perimeter from the school
 - b. From the Home screen select the child(ren) you want to pickup
 - c. Send the pickup request
 - d. The teachers will get notified and dismiss your child(ren).
 - e. Parent will be notified that their children are on their way (Enroute)
 - f. You can send the pickup request before leaving your home by selecting **Auto Pickup** from the top of the Home screen
 - i. When you are close to the school, the request will be sent automatically to the school
- 5. Confirm the pick up**
 - a. Once you receive your child(ren) you will be prompted to confirm the pickup



School Connect
(Parent)

All pick up data will be cleared by the end of the day.

What if my child is picked up by a relative or friend?

They should follow the same steps as above. When they login to their account and add your child(ren), they should:

- Enter your child's information including your child's school email address and submit. Please DO NOT share you child's email password with anyone.
- A Verification Code will be sent to the child's email address
- The parent should immediately share the code with the person they want their child to be picked by
- The child is now added
- Repeat these steps for all your children in JK-Grade 5 students or in the Quran Academy who will be picked up by that person

For the verification step, we recommend that the parent to be with the person who they will be picking up their child(ren) while they are adding them to their account. This can also be done over a phone call. The main purpose is to make sure that the person picking up the child(ren) is authorized by the parent.

What if my child is picked up by their older sibling from OGMS or OGHS?

Students can still pick up their siblings by waiting in front of any of the 2 gates. They will not be ask a teacher or staff to call them though. The parents or their assignee can send the picking up request when they are close to the school and students will be sent by their teachers and meet their older siblings in front of the school.

For any technical difficulties please email: ogs@trispects.atlassian.net