STUDENT PICTURES

Add Student pictures to all your student passes. Pictures make the passes more secure and prevents one student from using a pass printed for another student. Adding pictures is easy to do.

- Ask your school picture company to give you your student photo disk.
- Student pictures are usually named "studentID#.jpg".
- Copy the student pictures to the following location: C:\Program Files\SchCkIN\images\.
- Go to Admin | Students
- Change the option Print Pictures on passes from NO to YES.
- Click the Refresh Pictures button.
- Student pictures will now print on your late/tardy and early dismissal passes.
Student Late/Tardy Advanced Options
Configuration & Settings

- Change Basic to Advanced.
- Advanced Options button will appear.
- Click the Advanced Options button.

Select Tracking Method
Click the radio button to select.

www.SchoolCheckIN.com
### Semester/Grading Period Tracking Method
- Enter your school's start and end dates.
- Enter your school's start and end dates for each semester.
- Enter the allowed threshold levels. Threshold levels are automatically reset at the end of each semester/grading period.
- Select YES or NO for email notification alerts to be sent to school administrators.
- Click any of the green buttons to select and/or configure additional options.

### Late/Tardy Pass Options
- Change NO to YES will reveal additional late/tardy printing options.

### Late/Tardy Pass Print Options
- Change the options your school requires.
We recommend that you experiment with these options and see what the actual printed pass looks like.

### Text options for Detention Pass
- Change the options your school requires.
Detention Notice Options
- Change the Print Detention Notice from NO to YES will reveal additional options.
- Each Student’s name can be automatically added to School Check IN’s detention list. The detention list can be printed in the Admin | Reports | Students section.

Early Dismissal Pass Options
- The Early Dismissal Pass Options works nearly identical to the Student Late/Tardy Pass and has similar options.
Student Email Alert Notification

- **SMTP** -- Ask your school’s network technician to provide the required information.
- Enter the sender’s email address.
- To enter a recipient’s email address, click the New Email Address button.
- **SMTP Authorization** -- Ask your school’s network technician to provide the required information.
- Enter recipient’s email address.
- Click OK when complete

Once an email address is entered, click the TEST button to send an email.
Late to School or Late to Class

- Late to class allows students to have **MULTIPLE** late/tardies on a single day.
- If the option Late to Class is set to N, then Late to School is now being used and students can only be late **ONCE** in a single day. To be late again on the same day, a student must check out (early dismissal) BEFORE they can check back in again on the same day.
- Changing the option to YES will reveal the Class Schedules button.
- Click the Class Schedules button will reveal the Class Schedule entry form.
- Enter class period schedules.

The Late To Class option is an option that many middle and high school administrators requested. School Check IN is pleased to offer this feature.