



## Student Logistics

Welcome to Student Logistics, a new feature in our student information system (SIS) Veracross. Families will use this tool to:

- Notify the school of changes to your student's attendance status for a single or multi-day absence.
- Notify the school of your student's late arrival or early dismissal.
- Change your student's mode of transportation to or from school.

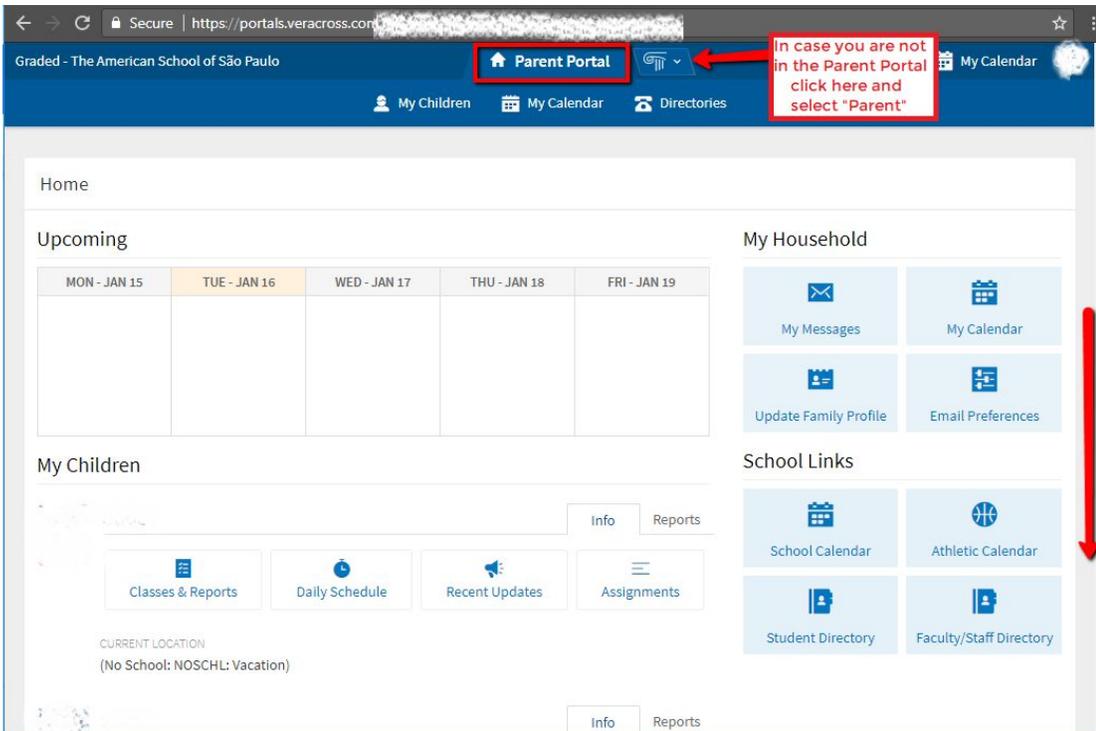
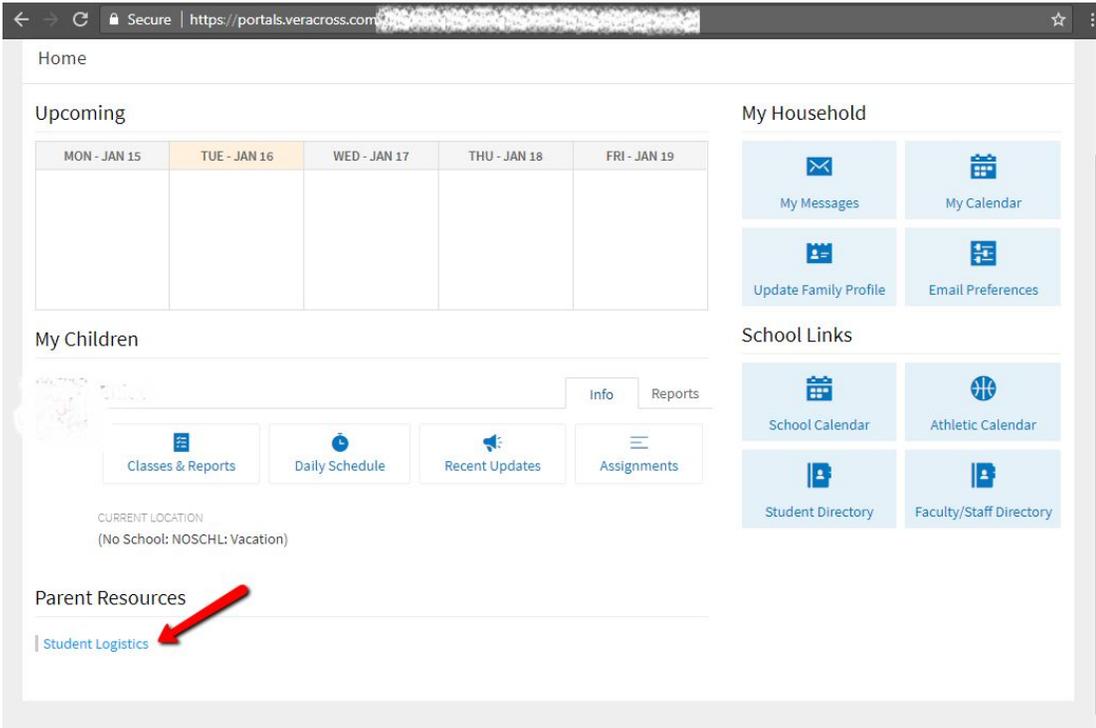
This step-by-step guide will help you use this new communication tool.

### Logging in and Selecting Your Student

Step 1: Log in to Veracross as you normally would by using a web browser and the web address <https://portals.veracross.com/graded>.

A screenshot of a web browser showing the login page for the "Graded" system. The browser's address bar shows "Secure | https://portals.veracross.com/graded". The page has a blue header with the word "Graded" in white. Below the header is a "Log In" section. It contains two input fields: "username" and "password". Two red arrows point from the left towards these two input fields. Below the password field is a "Log In" button and a link that says "forgot username or password?". At the bottom right of the page, there is a link for "Privacy Policy" and the text "powered by Veracross".

Step 2: Scroll down the page and click on 'Student Logistics.' If you are a Faculty member who is also a parent, make sure you select the Parent Portal



Step 3: Select your child's name and the date you want to make a logistics change.

The screenshot shows a web browser window with the URL [https://portals.veracross.com/graded/parent/logistics\\_request](https://portals.veracross.com/graded/parent/logistics_request). The page title is "Graded - The American School of São Paulo" and the navigation bar includes "Parent Portal", "Messages", "My Calendar", "My Children", "My Calendar", and "Directories". The main content area is titled "Student Logistics Request" and contains the following form elements:

- Select a child:** A dropdown menu with "Select an Option" selected. A red arrow points to this dropdown.
- Select a date:** A date picker showing "Thursday, Jan 18". A red arrow points to this date.
- Request a change to:** Four radio button options: "Attendance", "Multi-Day Absence", "Transportation To School", and "Transportation From School".

**These first few steps are the same for informing the school of changes in attendance, arrival or dismissal and transportation.**

### Situation 1: Attendance Change

Step 4: After selecting your child's name and the date you want to request the change, select "Attendance" under "Request a change to:"

This screenshot is similar to the previous one but shows the "Request a change to:" section with the "Attendance" radio button selected. A red arrow points to the "Attendance" radio button. The other form elements, including the child selection dropdown and the date picker (now showing "Tuesday, Jan 16"), remain the same. The "Transportation To School" and "Transportation From School" options are also visible but not selected.

Step 5: Select the reason why you are requesting this change. Scroll down to see the options provided.

The screenshot shows the 'Student Logistics Request' form in a web browser. The browser address bar shows 'https://portals.veracross.com/graded/parent/logistics\_request'. The page header includes 'Graded - The American School of São Paulo' and 'Parent Portal'. The form has several sections: 'Select a child' with a dropdown menu; 'Select a date' with a date picker set to 'Tuesday, Jan 16'; 'Request a change to:' with radio buttons for 'Attendance', 'Multi-Day Absence', 'Transportation To School', and 'Transportation From School'; and 'What is the reason for this request?' with a dropdown menu. The dropdown menu is open, showing a list of reasons: 'Armed service', 'College visit/College-related activity', 'Death in the family/family emergency', 'Embassy/government appointment', 'Health care appointment', and 'Illness or injury - hospitalization'. A red arrow points to the dropdown menu.

Step 6: Select the status, provide details on the comment box and click "SUBMIT".

The screenshot shows the 'Student Logistics Request' form in a web browser, similar to the previous one. The 'What is the reason for this request?' dropdown menu is now set to 'Other'. Below it, the section 'What will 's status be on Tuesday, Jan 16th' has radio buttons for 'Absent', 'Arrive Late', 'Leave Early', and 'Leave Early & Return'. A text input box is present for providing details. A blue 'SUBMIT' button is at the bottom. Three red arrows point to the 'Other' dropdown, the status radio buttons, and the 'SUBMIT' button.

As soon as the secretaries (from Lower, Middle or High School) get your request, they will reply approving the request. The system will be updated, so the school is aware of your student's status.

## Situation 2: Multi-Day Absence

After selecting your child's name and date:

Step 5: Select the option "Multi-Day Absence."

Step 6: Select the reason for it.

Step 7: Enter the "Start Date" of the student's absence.

Step 8: Enter the "End Date" (the last day student will miss class).

Step 9: Make a comment in the text box explaining in more details.

Step 10: Click "SUBMIT."

The screenshot shows a web browser window with the URL [https://portals.veracross.com/graded/parent/logistics\\_request](https://portals.veracross.com/graded/parent/logistics_request). The page title is "Graded - The American School of São Paulo" and the navigation bar includes "Parent Portal", "Messages", and "My Calendar". Below the navigation bar are links for "My Children", "My Calendar", and "Directories".

The main form area is titled "Select a child" and contains a dropdown menu with "Select an Option". Below this is a "Select a date" section with a calendar icon and the date "Tuesday, Jan 16".

The "Request a change to:" section has four radio button options: "Attendance", "Multi-Day Absence", "Transportation To School", and "Transportation From School". Red box 5 points to the "Multi-Day Absence" option, and red box 6 points to the "Transportation To School" option.

The "What is the reason for this request?" section has a dropdown menu with "Choose a reason...". Red box 7 points to this dropdown.

The "Start Date:" section has a date picker showing "Tuesday, Jan 16th". Red box 8 points to the "End Date:" section, which has a "Pick an end date" button.

Red box 9 points to a large text input area for a comment.

Red box 10 points to a blue "SUBMIT" button at the bottom of the form.

As soon as the secretaries (from Lower, Middle or High School) get your request, they will reply approving the request. The system will be updated, so the school is aware of your student's status.

### Situation 3: Requesting Transportation Change

Step 4: After selecting your child's name and the date, select the request change "Transportation To School" (the mode of transportation the student will take to get to school) or "Transportation From School" (the mode of transportation the student will take after school).

The screenshot shows the 'Student Logistics Request' form in the Parent Portal. The form includes the following sections:

- Select a child:** A dropdown menu with 'Select an Option'.
- Select a date:** A date picker showing 'Tuesday, Jan 16'.
- Request a change to:** Radio buttons for 'Attendance', 'Multi-Day Absence', 'Transportation To School', and 'Transportation From School'. The 'Transportation To School' option is selected and highlighted with a red box.
- How is getting to school?:** A dropdown menu with 'Choose transportation...' and a list of options: 'Car', 'On Foot', 'School Bus', 'Taxi/Uber', 'Other', and 'Bus - Do Not Use'. The 'Car' option is selected and highlighted with a red box.

Red arrows point to the 'Transportation To School' radio button and the 'Car' dropdown option.

Your request will be sent to the Transportation Coordinator here at Graded. If your request involves a ride on a bus other than the student's usual one, the Coordinator will check if there is a seat for your student on the bus on the day you requested. You will always get a reply saying if your request was approved or not, explaining the next steps.

### Getting Help

Should you need technical support, please contact the ICT Team at [parentTechSupport@graded.br](mailto:parentTechSupport@graded.br).