



Student Logistics

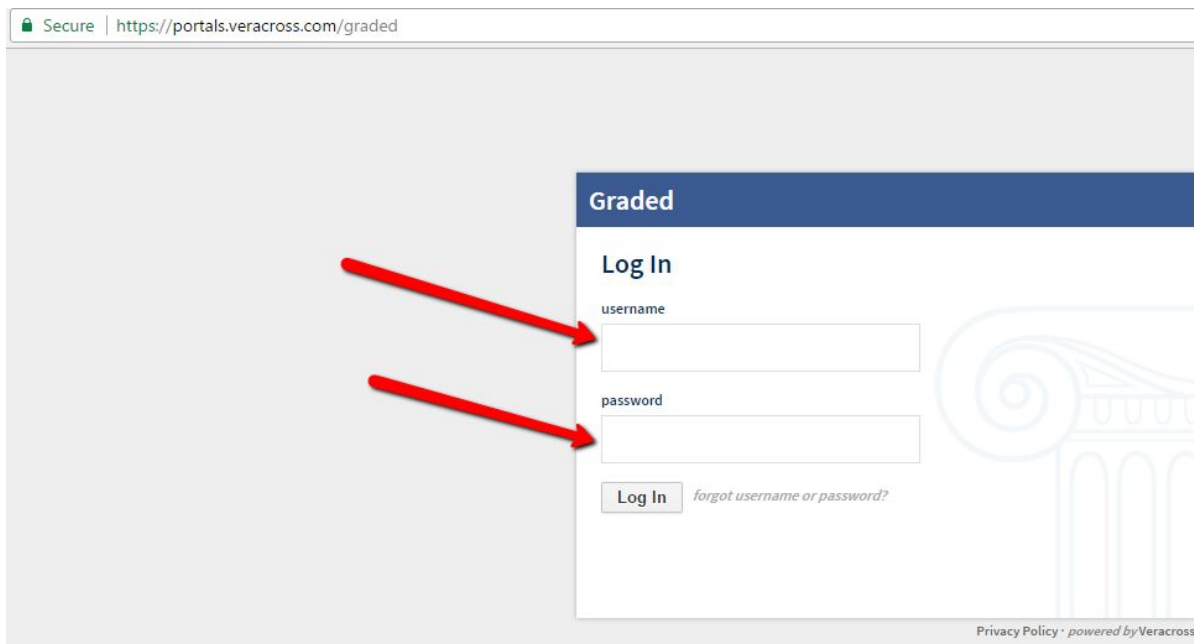
Bem-vindo ao Student Logistics, uma nova ferramenta em nosso SIS (student Information System) Veracross. Famílias usarão esta ferramenta para:

- Avisar a escola sobre mudanças no status de presença do aluno para um ou vários dias de ausência.
- Avisar a escola sobre atrasos ou saídas antes do horário.
- Mudar o transporte para a escola e da escola para casa.

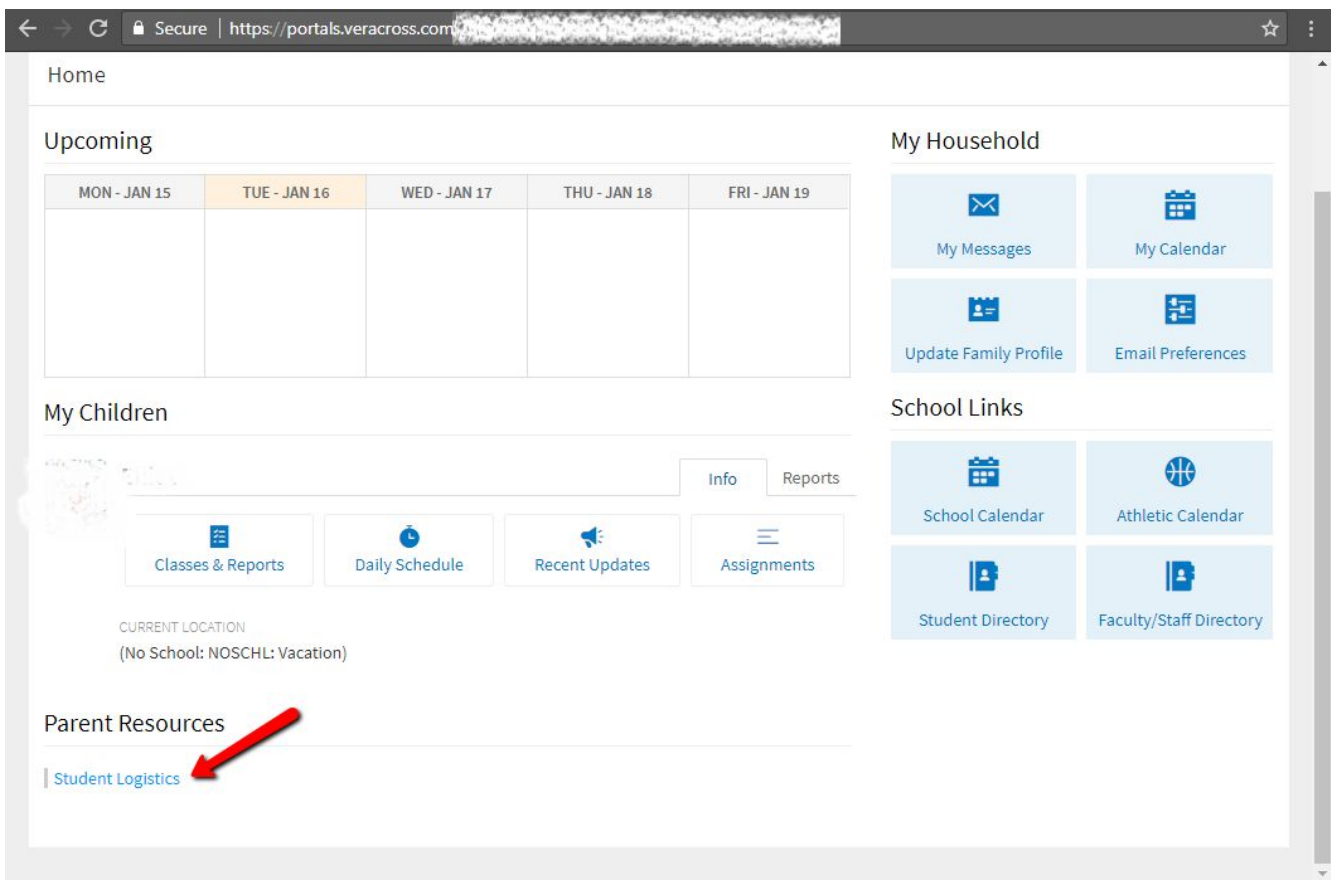
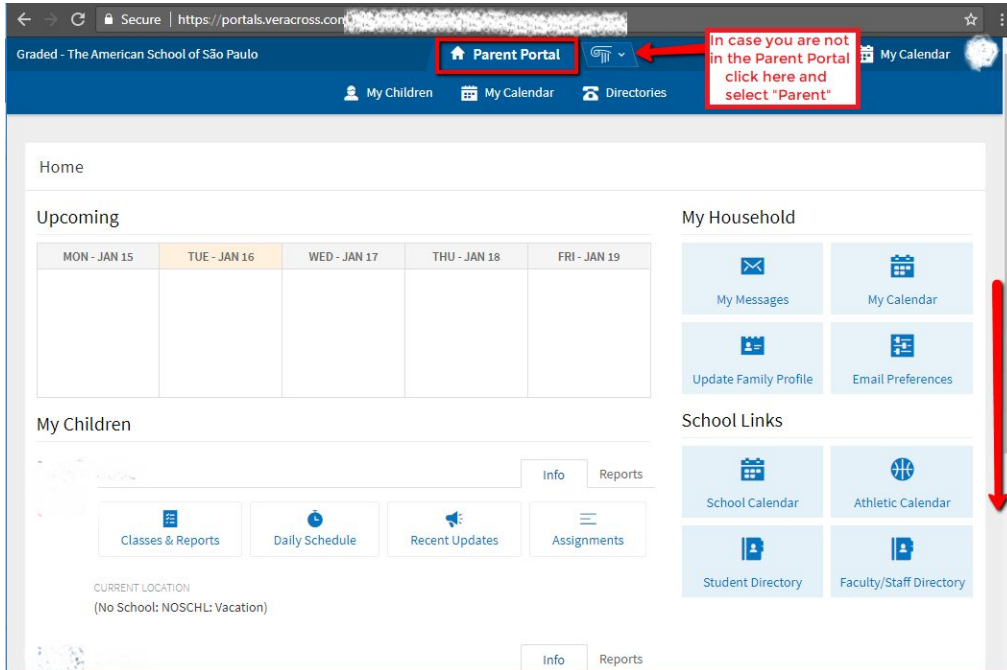
Este passo a passo vai ensiná-lo a usar esta nova ferramenta de comunicação.

Fazendo o login e selecionando um aluno

Step 1: Faça o login no Veracross como de costume, usando a página <https://portals.veracross.com/graded>.



Step 2: Deslize a barra de rolagem e clique em "Student Logistics".
Se você for Faculty, certifique-se de estar no "Parent Portal".



Step 3: Selecione o nome do aluno e a data que deseja alterar.

Student Logistics Request

Select a child
Select an Option

Select a date
Thursday, Jan 18

Request a change to:

Attendance Transportation To School
 Multi-Day Absence Transportation From School

Os primeiros passos são os mesmos para informar a escola sobre mudanças de presença, atraso ou dispensa e transporte.

Situação 1: Mudança no Attendance (presença/ausência)

Step 4: Após selecionar o nome do aluno e a data da mudança, selecione "Attendance", abaixo de "Request a change to:"

Student Logistics Request

Select a child
Select an Option

Select a date
Tuesday, Jan 16

Request a change to:

Attendance Transportation To School
 Multi-Day Absence Transportation From School

Step 5: Selecione um motivo para o pedido de mudança no Attendance, deslize a barra de rolagem para visualizar as opções.

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', and 'Request a change to:' with radio buttons for 'Attendance', 'Multi-Day Absence', 'Transportation To School', and 'Transportation From School'. The 'Attendance' option is selected. A tooltip above the form says 'Select a "Reason" and add a Note'. Below this, the question 'What is the reason for this request?' is followed by a dropdown menu with 'Choose a reason...' and a list of reasons including '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: Selecione o status, justifique o motivo na caixa de texto e clique em "SUBMIT" para enviar o pedido aos responsáveis.

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', and 'Request a change to:' with radio buttons for 'Attendance', 'Multi-Day Absence', 'Transportation To School', and 'Transportation From School'. The 'Attendance' option is selected. A tooltip above the form says 'Select a "Reason" and add a Note'. Below this, the question 'What is the reason for this request?' is followed by a dropdown menu with 'Other' selected. Below that, the question 'What will 's status be on Tuesday, Jan 16th' is followed by radio buttons for 'Absent', 'Arrive Late', 'Leave Early', and 'Leave Early & Return'. The 'Absent' option is selected. A text box for justification is below the status options. A blue 'SUBMIT' button is at the bottom. Three red arrows point to the 'Other' dropdown, the text box, and the 'SUBMIT' button.

Assim que as secretárias (do Lower, Middle e High School) receberem seu pedido, elas vão aprová-lo. O sistema será atualizado e a escola estará ciente do status do aluno.

Situação 2: Falta por um período/Multi-Day Absence

Após selecionar o nome do aluno e a data para a mudança

Step 5: Selecione a opção “Multi-Day Absence”;

Step 6: Selecione o motivo;

Step 7: Complete “Start Date” para a ausência do aluno e

Step 8: “End Date”(o último dia que o aluno estará ausente);

Step 9: Justifique o motivo dessa ausência em detalhes e

Step 10: clique em “SUBMIT”.

The screenshot shows a web browser window with the URL https://portals.veracross.com/graded/parent/logistics_request. The page header includes "Graded - The American School of São Paulo" and "Parent Portal" with navigation icons for Messages, My Calendar, My Children, My Calendar, and Directories. The main content area is a form titled "logistics_request" with the following elements:

- Select a child:** A dropdown menu with "Select an Option" selected.
- 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". "Multi-Day Absence" is selected.
- What is the reason for this request?:** A dropdown menu with "Choose a reason..." selected.
- Start Date:** A date picker showing "Tuesday, Jan 16th".
- End Date:** A date picker showing "Pick an end date".
- Justification:** A large text area for providing details.
- SUBMIT:** A blue button at the bottom.

Red arrows with numbers 5 through 10 point to the following elements in the form:

- 5: "Request a change to:" label
- 6: "Multi-Day Absence" radio button
- 7: "What is the reason for this request?" label
- 8: "End Date:" label
- 9: The justification text area
- 10: The "SUBMIT" button

Assim que as secretárias (do Lower, Middle e High School) receberem seu pedido, elas vão aprová-lo. O sistema será atualizado e a escola estará ciente do status do aluno.

Situação 3: Pedido de mudança no Transporte

Step 4: Após selecionar o nome do aluno e a data da mudança. Selecione a opção “Transportation To School”(a maneira que o aluno/a aluna vai para a escola) ou “Transportation From School” (a maneira que o aluno/a aluna vai voltar para casa após as aulas).

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 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:** Two radio buttons: 'Attendance', 'Multi-Day Absence', 'Transportation To School' (selected), and 'Transportation From School'. A red arrow points to the 'Transportation To School' radio button.
- How is getting to school?:** A dropdown menu with 'Choose transportation...' and options: 'Car' (selected), 'On Foot', 'School Bus', 'Taxi/Uber', 'Other', and 'Bus - Do Not Use'. A red arrow points to the 'Car' option.

Seu pedido será enviado ao Coordenador de Transporte da Graded. Se o seu pedido envolver transporte de ônibus, diferente da rotina do aluno, o Coordenador vai verificar se há assento disponível naquele ônibus no dia selecionado. Você sempre receberá uma resposta indicando se o seu pedido foi aprovado ou não, explicando os passos a serem seguidos.

Para obter ajuda

Caso você precise de suporte técnico, por favor contate o time do ICT por email:

parenttechsupport@graded.br