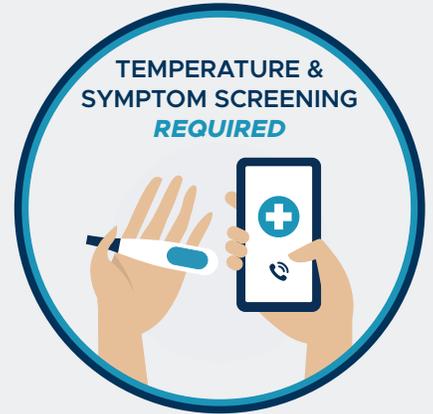




REOPENING *SAFELY* GUIDELINES

SchoolPass App

The Wellness Forms portion of the SchoolPass app must be completed prior to the student's arrival on campus including a temperature check at home. Students must use SchoolPass to submit the Wellness Form daily. The SchoolPass Parent & Student App can be downloaded from the App store or Google Play. Please note that we are currently using SchoolPass for COVID-19 screening only. This app does not replace our school attendance procedures. **If you need to report tardies or absences, please contact Kirsten Hadzicki at khadzicki@aolp.org.**



For Students completing their own Wellness Form, please download the SchoolPass Parent & Student App onto your phone.

1. After you have downloaded the app, please enter your school email address as the username.
2. Then click on the "Forgot Password" link. You will receive a temporary password in your school-issued email.
3. Please enter the temporary password on the app and sign in.
4. Click on the Wellness button to complete the Wellness Check and enter your temperature on the final question of the form. Please note, students must take their own temperature prior to arriving at school.
5. If you passed the Wellness Check, you will see a green banner with a check mark.
6. Please show this screen at the school's entry point as you come onto campus.

For Parents completing the Wellness Form on behalf of the student using the app, please follow these instructions.

1. A welcome email from SchoolPass was sent on August 27, 2020.
2. Please use the email ID and temporary password in the email to set up your SchoolPass account via the app.
3. Once setup is complete, you can submit your daughter's Wellness form by clicking on the Wellness button.
4. Please complete the questionnaire and enter the temperature of your student on the last question.
5. After submission of the wellness form, you will see a green banner with a check mark.
6. This means that your student has cleared the wellness check.
7. Your daughter should take a picture or a screenshot of that and show this when coming to school.

In addition to the App, **Parents can access the SchoolPass website and submit the wellness form online.** For parents completing the Wellness Form using the website, please follow these instructions:

1. A welcome email from SchoolPass was sent on August 27, 2020.
2. Please use the email ID and temporary password in the email to set up your SchoolPass account via the app.
3. Once setup is complete, you can submit your daughter's Wellness form by clicking on the Wellness button.
4. Please complete the questionnaire and enter the temperature of your student on the last question.
5. After submission of the wellness form, you will see a green banner with a check mark.
6. This means that your student has cleared the wellness check.
7. Your daughter should take a picture or a screenshot of that and show this when coming to school.
8. Students are unable to sign-in from the website, only on the SchoolPass App.

If you reside internationally as a family, we have received feedback that the SchoolPass App is not working at this time. We encourage you to utilize the SchoolPass website method for completion.