



Dear Ivy Hawn families,

Ivy Hawn is pleased to announce our partnership with School-Pass, <https://ivyhawnschool.school-pass.net/> to simplify the ease of communicating your child's arrival and dismissal plans and changes. We are very excited to offer you this streamlined online communications tool. An added benefit is that there is also a School-Pass app which allows Patriot parents to use their smartphones to quickly communicate changes to the teachers and the office staff. Parents will still need to sign their child in and out at the office for late arrivals and early dismissals.

We are going to start on Monday, August 31<sup>st</sup>. We will need all car riders to have their Green or Pink Zone Card in their driver's passenger side window on that date. K-8<sup>th</sup> grade car riders will be staying in their classroom until the teachers dismiss them from their rooms.

Parents will have access beginning August 27<sup>th</sup>.

Each family will receive an email to set up your account. The email will be sent to the primary parent on your family's account. This parent is currently listed as Parent 1 in your household. The email will contain login information and will invite you to access your account through the School-Pass website. Once the account has been created, the parent will be able to add other parents, as well as other persons authorized to pick up your child, along with driver's photos.

Please look for this activation email and remember to check your spam in case the email is directed there. If you do not receive it, please contact Mrs. Ventura ([venturaa@ivyhawnschool.org](mailto:venturaa@ivyhawnschool.org)). After you have created your account, you can download the School-Pass app on your smartphone or another smart device. If you have any questions about School-Pass, refer to the contact information in the activation email.

**ALL FAMILIES WILL NEED TO BE ENROLLED IN THIS SYSTEM BY  
MONDAY, AUGUST 31<sup>st</sup>.**

**Key Benefits:**

\*A quick and easy way for you to report absences and to communicate late arrivals, early pick-ups, carpool, bus, After Care, tutoring and all other activity changes before 3:00pm.

\*Change information will automatically go to your child's teacher and administrative staff.

\*Parents of afternoon bus riders will receive an email notice alerting them to the approximate time your child's bus left campus.

We appreciate that there is a learning curve with any new system, and we are committed to assisting our families in successfully transitioning to School-Pass. We are confident that School-Pass will enhance the safety of our current system, and it also puts you as parents in complete control of your child's dismissal plan.

Sincerely,

Ivy Hawn Administration, Faculty, and Staff