

# PASSTAB

We are piloting the use of the Passtab system for the next 30 days in the school office. You will be able to sign in/sign out as a volunteer / parent or visitor. The system will allow an electronic sign out for students leaving early or electronic sign in for those students arriving late. The system will also print out an official name badge for all visitors to our school. Our office staff looks forward to helping you utilize our new Passtab system on your next visit to our school.

Features:

- **School Visitor Registration:** Manage sign in types such as contractors, volunteers, parents and relief staff. Collect information from each during the sign in/sign out process.
- **Students:** Student late arrivals and early departures are a specialty of the Passtab system with clear and concise reporting for day-to-day operations or emergency situations.

