



Checkpoint Express Check-in

Infants through 5th grade

How to use Express Check-in

- 1) Place your finger on the scanner to display your family information
- 2) Touch "Check In" for each child that is attending today then touch "Next."
- 3) Note any special alerts:

 - R = self release (green dot)
 - A = allergy
- 5) Touch "Next"
- 6) *If you want two parent badges:*
First, touch the button to print a single parent badge. Then, touch "Print All" to get another parent badge along with your child badges.

If you want one parent badge:
Touch "Print All."
- 7) Collect your badges. Affix your child's badge and put the parent badge in a safe place.



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