

InSite Check-In - Parent Options

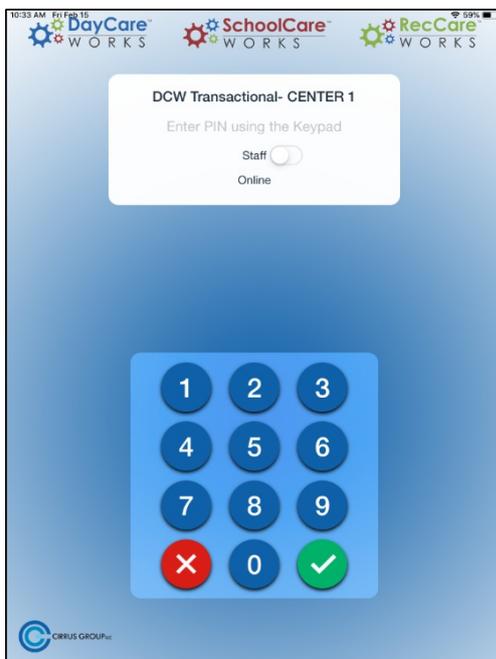
Last Modified on 02/18/2021 7:25 am EST

Use the InSite Check-In mobile application as a parent and [staff](#) kiosk within your center or classroom! This application allows parents to check their students in and out, view school announcements and see their current balance. The Check-In application now has the ability to prompt parents to complete required [Check-In Questions](#) (if applicable/setup)!

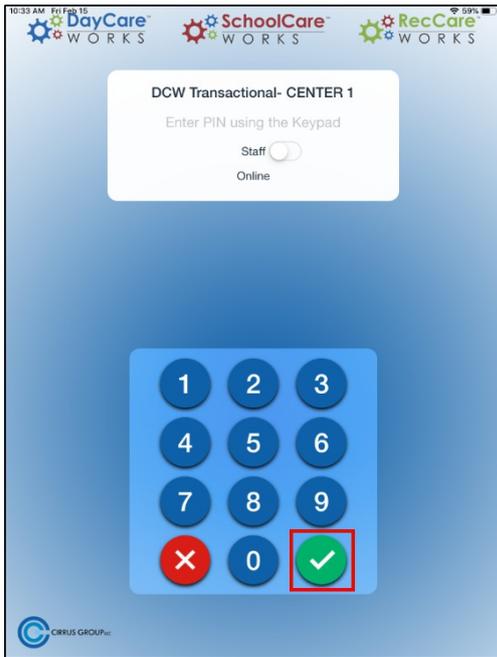
Check In/Check Out

Parents have the ability to check in/out their students via the InSite Check-In app. if they have a schedule for the current day, the  icon will appear below their name. To check students in/out, follow the steps below:

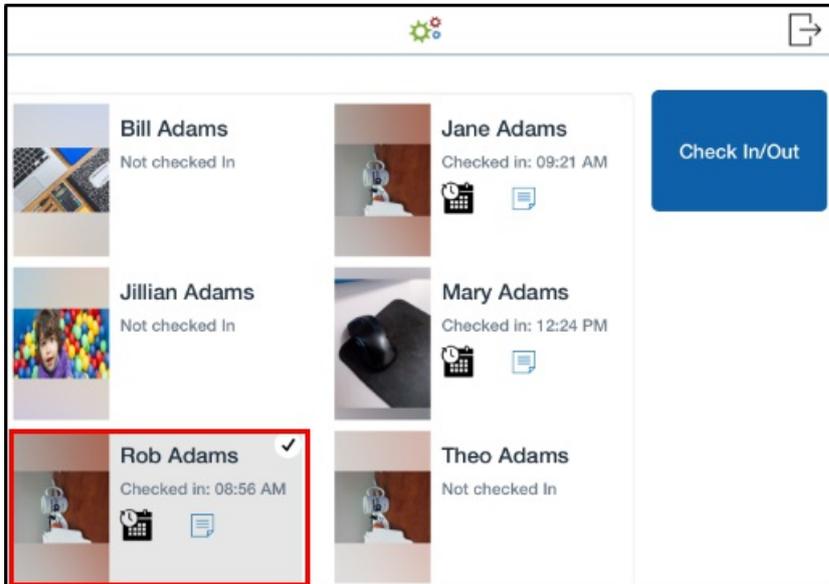
1. Enter PIN (provided by the center) on the log in screen or [scan the QR Code](#) using the InSite Parent application



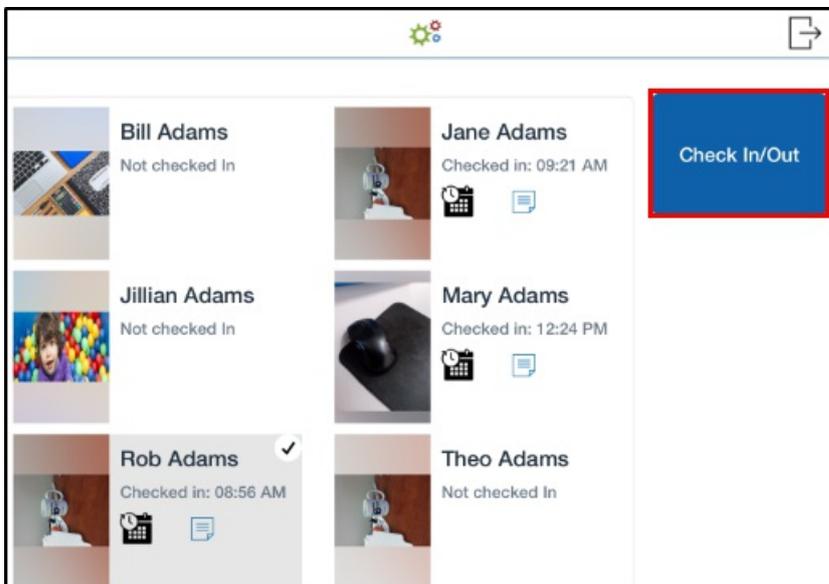
2. Click the green check-mark to log in



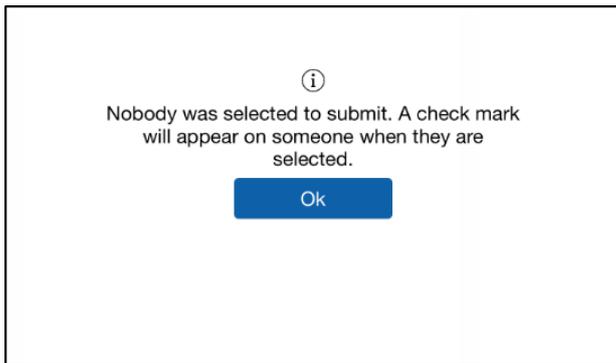
3. Select the student(s) to check in/out



4. Click Check In/Out



- If a student is not selected prior to clicking Check In/Out, the following message will appear



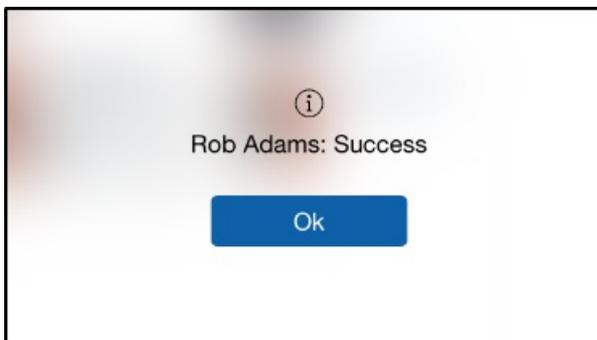
5. If using Check-In Questions, they will be prompted after clicking Check In/Out

A white rectangular box with a thin black border, titled "Check In Questions" at the top center. It contains several input fields with the following text:

- Has your child had a fever in the last 14 days?
No
- In the past 14 days, have you been in close contact (less than 6 feet for a prolonged period) with someone who has tested positive for COVID-19?
No
- Has your child experienced a sore throat in the last 14 days?
No
- Has your child tested positive for COVID-19 in the last 2 months?
No
- Fever checked at:
2:57 PM
- Child will be returning from online learning on:
Oct 8, 2020

At the bottom of the form are two blue buttons: "Continue" on the left and "Cancel" on the right.

6. The following confirmation message will appear, click OK



Notes

Notes are added by staff members in the InSite Classroom App.

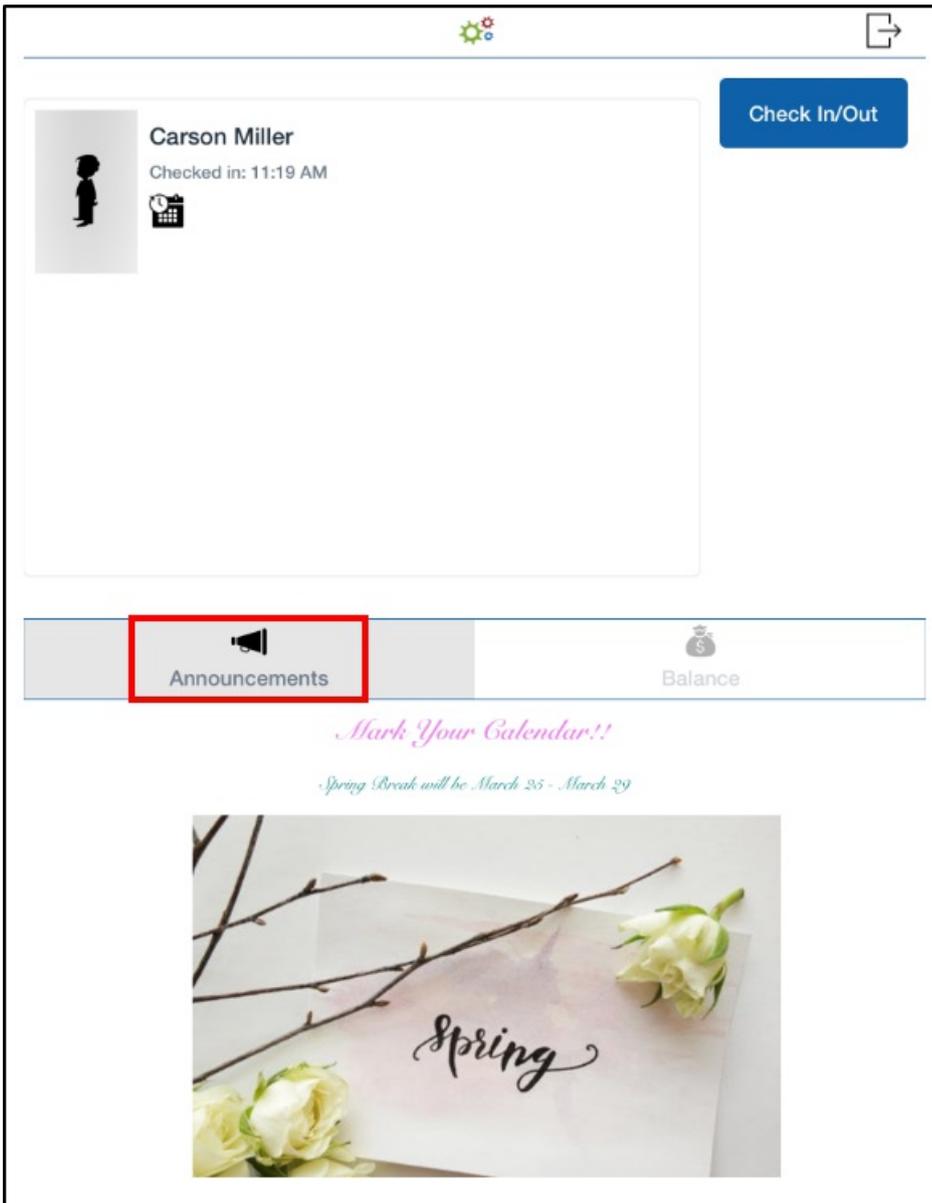
1. To view notes, click the paper icon



2. Review the information and click Ok
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Announcements

To view school-wide announcements added from the admin side ([Connect> Announcements](#)), click Announcements at the bottom of the app.



Balance

Parents can view their current outstanding balance by clicking Balance at the bottom of the screen.

Carson Miller
Checked in: 11:19 AM

Check In/Out

Announcements

Balance

Current Outstanding Balance is \$ 30.00