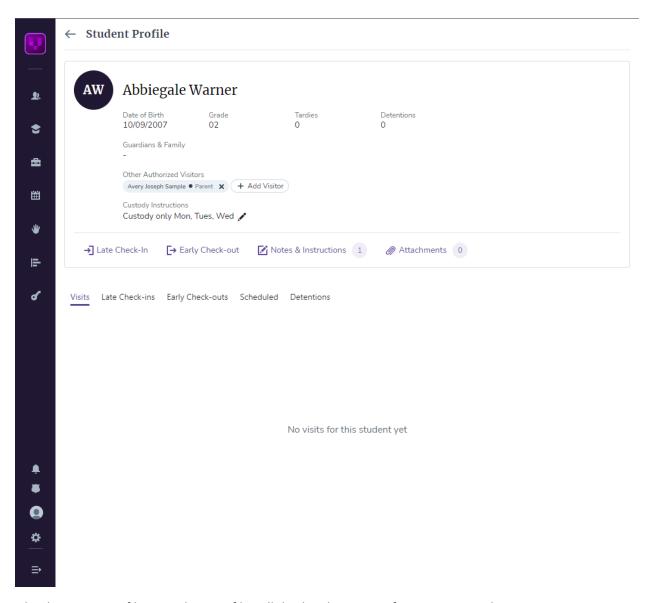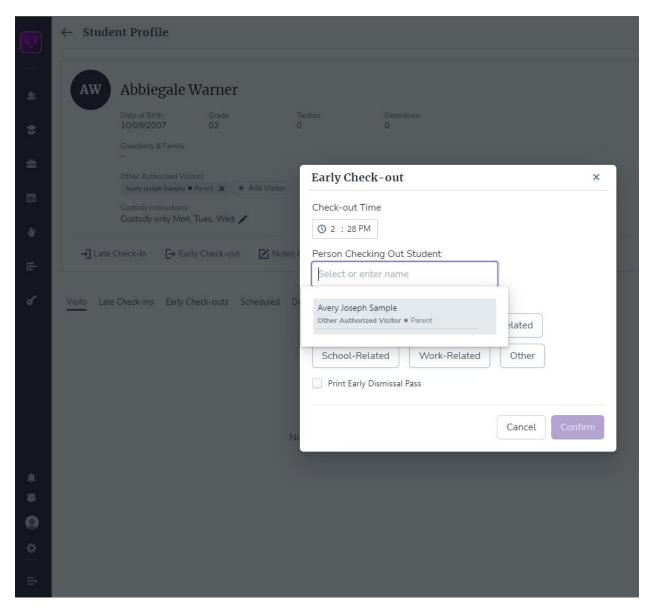Avery Joseph has a VMS profile attached to student Abbiegale Warner in this example. Avery is listed as an emergency contact for Abbiegale, with the relationship defined through the SIS as Child.

Custody instructions have been added by staff to indicate that he has custody of Abbiegale on Mon, Tues, Wed. These can be modified or removed at any time through VMS.

Other students may be attached to this profile as needed in cases of other family members authorized to visit or pick up a student but are not emergency contacts. The same exists on a student profile.

Like the visitor profile, a student profile will display the same information regarding emergency contacts, authorized visitors, and custody instructions.

When a student is checked out of school, the program requires a person from the authorized visitor's list to be selected. If someone not on this list is attempting to pick up a student, they must have their ID scanned so that a profile can be created and checked, and proper protocols set forth by the school can be followed before allowing a student to be released.

Students

All Students   Scheduled   Check-in & Check-out History

	First Name ⌄	Last Name ⌄	Student ID	Grade	Parents/Guardians	Actions	
☐	AAliyah	Barrington	-	01	Nick Sample ● Grandparent	→ Late Check-in	⤷ Early Check-out
☐	Aaron	Wing	-	02	Janice Ann Sample ● Extended Family	→ Late Check-in	⤷ Early Check-out
☐	Abbiegale	Warner	-	02	Avery Joseph Sample ● Parent	→ Late Check-in	⤷ Early Check-out
☐	Abigail	Anderson	-	03	-	→ Late Check-in	⤷ Early Check-out
☐	Adalia	VanArsdalen	-	02	-	→ Late Check-in	⤷ Early Check-out
☐	Addalyn	Tomblin	-	PK	-	→ Late Check-in	⤷ Early Check-out
☐	Addison	Sears	-	02	-	→ Late Check-in	⤷ Early Check-out
☐	Adeline	Fernatt	-	03	-	→ Late Check-in	⤷ Early Check-out
☐	Adeline	Kendle	-	05	-	→ Late Check-in	⤷ Early Check-out
☐	Adreanna	Gardinsky	-	03	-	→ Late Check-in	⤷ Early Check-out

← 1 2 3 4 ... 47 →   Show: 10 Rows ⌄

Emergency contacts and authorized visitors are visible on the Students tab.

← **Visitor Profile**

Nick Sample

Email
No email address

Date of Birth
03/05/1960

Students
AAliyah Barrington • Grandchild ✕   + Add Student

Custody Instructions
Do not allow Aaliyah to be released to Nick. He is not allowed to visit the school. ✎

🚩 Visitor is Blocked due to Restricted from Aaliyah Barrington via Court Order. ENTRY IS DENIED.
Visitor was Blocklisted on Fri, Aug 19, 2:40 PM | **Notify Security Team**

→] Check-in   📄 Notes and Instructions 2   📎 Attachments 0   ⋯

Visit History

Visit History   Visit attempts after blocklisted

Date	Check-in Time	Check-out Time	Association	Reason for Visit	Destination	Building
07/07/2021	10:05 AM	10:06 AM	Aallyah Barbee	Tour Conference	-	NaviGate Respond South

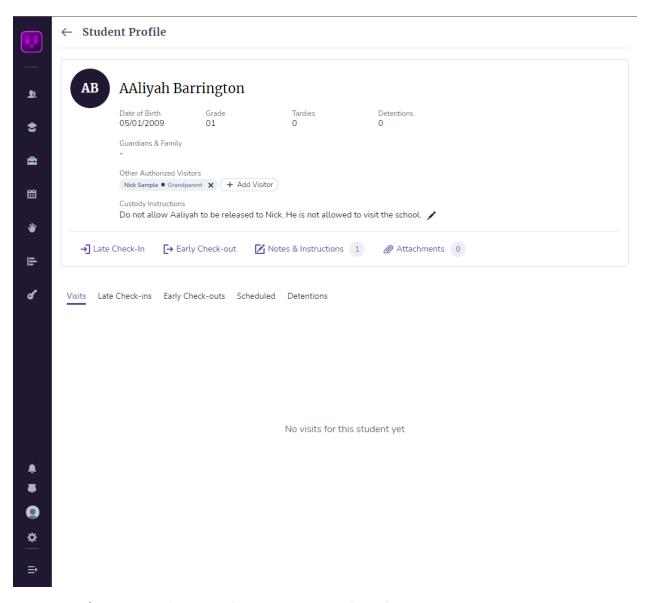← 1 →   Show: 10 Rows ⌄

In cases where a person is not allowed to access a school or student, a Blocklist profile is created, and the student(s) are attached to the profile. Notes may be added with specific instructions and custody details (entirely restricted, or not allowed to check the student out, etc.)

The Security Team can be alerted if needed from the profile. The security team notifications will be sent to any user in VMS that has turned on these notifications and set preferences (email or text).

Any profile can be marked as Blocklisted at any time.

No blocklisted profiles can be checked in.

Student Profile

AB AAliyah Barrington

Date of Birth	Grade	Tardies	Detentions
05/01/2009	01	0	0

Guardians & Family
-

Other Authorized Visitors
Nick Sample • Grandparent ✕   + Add Visitor

Custody Instructions
Do not allow Aaliyah to be released to Nick. He is not allowed to visit the school. ✏

→] Late Check-In   [→ Early Check-out   ☑ Notes & Instructions 1   📎 Attachments 0

Visits   Late Check-ins   Early Check-outs   Scheduled   Detentions

No visits for this student yet

The custody/restriction information flows to the student's profile.