



Farwell Elementary School

# Home of the Eagles

268 E. Ohio St. Farwell, MI 48622

Phone: 989-588-9916 Fax: 989-588-0158

Principal: Catheryn Gross

Assistant Principal: Nancy Cairnduff

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November 9, 2016

Dear Parents/Guardians:

It is with great excitement that I inform you that we are now ready to roll out the new student check-out system. However, before we can do that, we need to issue the bar code labels for the reverse side of your driver's license, state ID or Farwell student ID.

We were delayed in getting the system up and running because the identification strip on Michigan drivers licenses and state ID cards were not compatible with the scanning system we are using. So, the company had to devise a system that would tie to Skyward and be usable with your driver's license or state ID. This is a temporary solution, as the company is continuing its work to make the check-out system compatible with Michigan driver's licenses and state ID cards.

This is how the system works. A barcode was issued for anyone who is in our Skyward system as a person who can pick up a student (parents/guardians/emergency contacts). These lists are made up by the parent who enrolls their student(s) and can be changed by the parent or guardian. The check-out system updates itself daily, so you can make changes to this information as necessary.

After the barcode label is affixed to the back of the driver's license, state ID or Farwell student ID, we can scan the barcode. When the barcode is scanned, it will list the students that the individual is allowed to pick up from school. We will also be able to look at the picture on the identification to make sure that it is the correct person picking up your child.

With that said, you may pick up your bar code from the elementary school. To pick up your bar code, you will need to bring your driver's license, state ID or Farwell student ID to the elementary office, or the cafeteria. Mrs. White and Mrs. Yule will be in the main office to distribute the barcode labels. Also, Mrs. White will be in the cafeteria after school for the remainder of this week to distribute the barcodes labels as well. After Friday, November 11<sup>th</sup>, picking up the barcode labels will only be done from the main elementary office. Full implementation of this check-out system is scheduled for Monday, November 28<sup>th</sup>.

We are also planning on using this check-out system in the main office after it is implemented. So, in the future, you will need your driver's license, state ID or Farwell student ID to check out a student from the elementary school office.

I truly appreciate your patience in getting this new check-out system up and running. I will also appreciate your patience as the staff learns this new way of doing things.

Sincerely,

Nancy Cairnduff