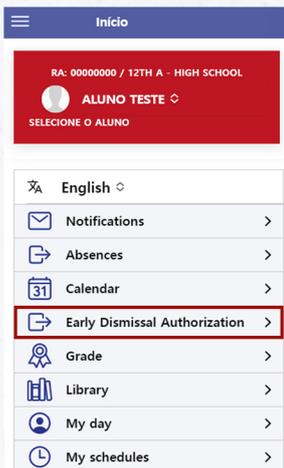GET IN ON
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SANT'ANNA APP

"Early Dismissal Authorization"
Section - Version 1.2.3

1. In the main menu, select: "Early Dismissal Authorization".

2. Set the date and time of dismissal and fill in the fields "Reason," "Observation for Security," and "User's CPF".

> **NOTE:** The student's parent responsible for academic issues may request the student's early dismissal for a time within the next 30 hours, beginning from the moment of the request.

3. Click on "Authorize" and await the confirmation message.

Outbound authorization saved successfully.

4. Your authorizations are saved at the bottom of the page. To cancel an authorization, click on the trash can icon.

5. Click "Yes" to permanently delete the dismissal authorization or "No" to cancel the deletion.

Confirmation
Are you sure you want to delete this dismissal authorization?

No   Yes

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6. To allow another guardian to also authorize an early dismissal, the parent responsible for academic issues must select the blue box and then click on the checkbox with the name of the "Guardian 2".
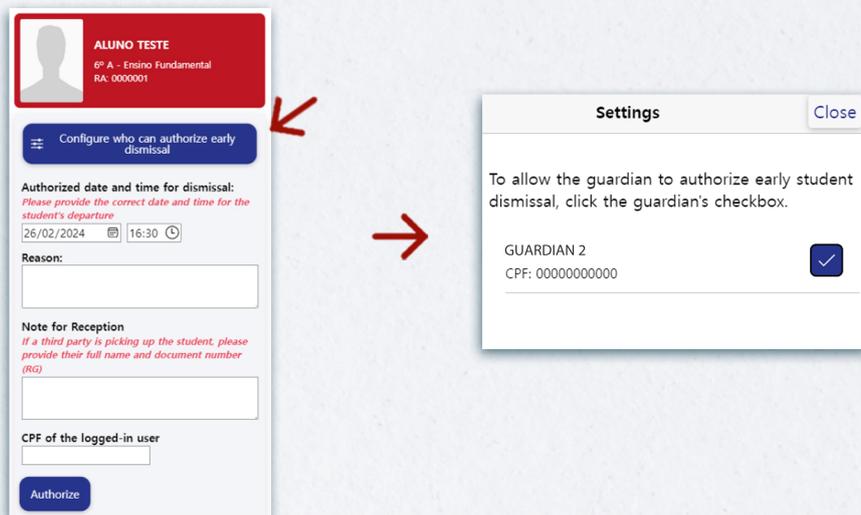
STUDENT AREA
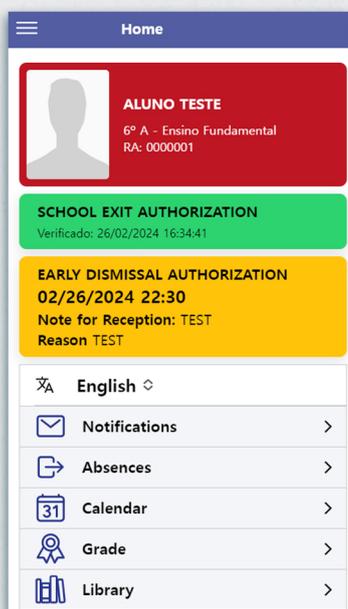
🟩 In the student session, the green box titled **"SCHOOL EXIT AUTHORIZATION"** indicates that the guardians have granted, during registration, permission for the student to leave the school unaccompanied.

Note 1: Changes to this authorization must be made directly at the school's head office.

Note 2: If the student is not authorized to leave without accompaniment, the green box will not be shown.

🟨 The yellow box, named **"EARLY DISMISSAL AUTHORIZATION,"** indicates that the guardians have set up, through the app, an early dismissal authorization **for the current day**.