

# Student Check-in / Out by Administrator

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An administrator can check a student in/out of Jackrabbit directly from the Student page. This is helpful if someone without a PIN is dropping off or picking up a student. It is not necessary to assign this person a PIN or add them as a contact.

1. Locate the *Student* record.
2. Select the **Check-In** or **Check-Out** button.
3. Enter **In / Out Time** and **One Time Drop-Off / Pickup Name**.
4. Click **Check-In / Check-Out Student**.

The Child Attendance Report will list the one time drop-off / pickup name. See [Clock Reports](#).



Staff should confirm that the one time pick-up person is authorized by checking the [Family > Contacts > Emergency Contacts](#) field. Some schools choose to use **User Defined Fields** instead to collect this information during [Online Registration](#) or in the [Parent Portal](#). **User Defined Fields** are found on the [Family](#) or [Student > Misc](#) tabs.

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