How do we handle a one time pick up or drop off (example a visiting relative)?

When a person comes to your facility to check in or out a student and they are not a contact and will not be consistently checking in / out the student, you can use One Time Check In / Out. Rather than enter this person as a contact and assign them a PIN the administrative person at your facility can check in / out the student from their workstation. See **Student Check In / Out** for further details.