

Instructions for Pick Up Patrol: How to enter default plan, absence, late arrival, leave & return or early dismissal

Go to www.pickuppatrol.net

Top right, click the parent login button and enter your login credentials



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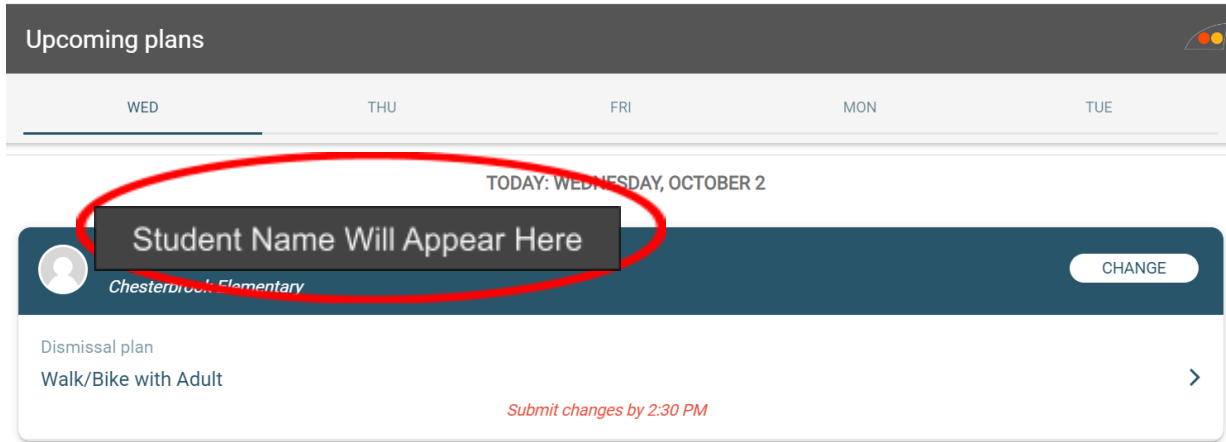
PARENT LOGIN

SCHOOL LOGIN

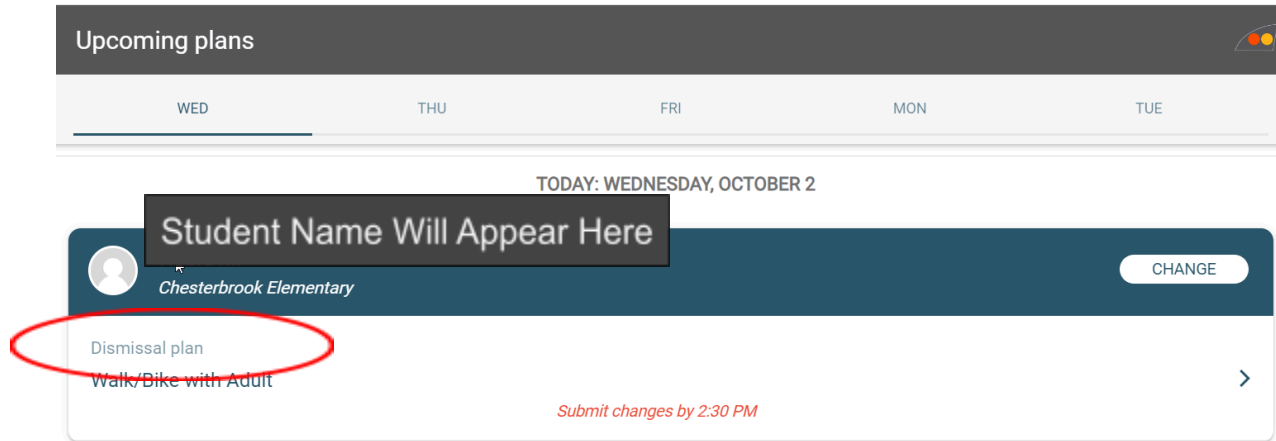


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Once logged in, the below window will appear. If you have multiple students, be sure to **click on the correct student**.



Click on **Dismissal Plan** just under the student name



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Click on Plan and select your option (absent, late arrival, early dismissal, leave/return etc.)

The screenshot shows the 'Edit dismissal' interface. At the top, there is a header 'Edit dismissal' and a student profile section with a placeholder 'Student Name Will Appear Here'. Below this, the 'Plan' dropdown menu is open, with the word 'Plan' circled in red. The dropdown list includes the following options: Plan, Absent, Kiss and Ride, Early Dismissal, Walk/Bike with Adult, Walk/Bike with Principal Approval, Bus 1, Bus 2, Bus 3, Bus 4, Bus 5, Bus 6, Bus 99, SACC, and Chesterbrook After School Activity. At the bottom of the dropdown is a 'Cancel' button. To the left of the dropdown, there is a 'More info' link and a text area for 'Add more information if needed'. Below that is a 'Dates' section with a calendar for October 2024, showing the 1st, 2nd, and 3rd of the month.