



## PickUp Patrol is Coming to Our School!

PickUp Patrol eliminates the need for parents to write notes or make phone calls when changing their children's after-school dismissal plans.

### Convenient

Submit changes days, weeks, or even months in advance from your computer or mobile device.

### Better Communication

PickUp Patrol will help us better track who's going where.

### Safe & Secure

You will receive a confirmation email whenever you make a plan change for your child.

**To Register:** Click the link in the Welcome Email and create a password.

### To Log In

Once you've registered, use PickUp Patrol from your computer at <https://app.pickuppatrol.net>.

**OR** Download the **FREE APP** for iOS & Android.

## TO MAKE A PLAN CHANGE

Plan changes are made whenever there is a change to your child's Default Plan.

- 1 Choose the date.
- 2 Select your child.
- 3 Choose a dismissal option.
- 4 Hit "submit" and that's it!



## GOOD TO KNOW

- If you make a change and then plans change again, no problem! PickUp Patrol will use the last change entered.
- If a plan change repeats for several weeks, use the Repeat Tool on a computer.
- Be aware of the school's Cutoff Time, the set time when all plan changes must be submitted each day.
- Select a new calendar date for each plan change. **DO NOT** add multiple dates in the notes section.

## SET YOUR CHILD'S DEFAULT PLAN

A Default Plan is your child's regular plan for the end of the school day. For example, your son regularly rides Bus #6 on M, W, & F, and gets picked up on T & Th. **If your school requires it**, set your child's Default Plans via computer:

- 1 Click on your name in the top right corner and select "Default Plans."
- 2 Select your child's name and choose your child's plan for each day.