

Daily Pickup Release Form

Daily Pickup Release Form

This feature allows parents to fill out an online form, through the parent's portal, to authorize an adult to pick up their child from school.

TABLE OF CONTENTS

- For Users
- For Parents

For Users

School	Display Bus Info on Summary Screen	Display Daily Pickup Release Info on Summary Screen	Display Bus Start and End Dates on Summary Screen	Show on the Bus Information bar					Release Cutoff	Allow Release Requests for multiple days	Min. Days in advance for Release Requests	Bus Notes	
	Yes No	Yes No	Yes No	Bus Stop	Bus #	Route	Comments	Bus Seat	PM Bus Time				
Genesis High School	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05:00 pm	<input checked="" type="checkbox"/>	300	testing
East End Middle School	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	05:00 pm	<input type="checkbox"/>	0	

[Parent Access](#)>[Setup](#)>[Settings](#)>[School Settings](#)>[Transportation](#)

- To enable the Daily Pickup Release Form for Parents to fill out, set the 'Display Daily Pickup Release Information on Home screen' option to 'Yes' for the desired school.
- The assigned role will also need "Release Requests" checked off ([Parent Access](#)>[Setup](#)>[Roles](#)>[Modify Role](#).)

NOTE: If a parent user with Guardian 1, 2, 3, or 4 permissions (can be set in [Parent Access](#)>[Setup](#)>[Users](#)>[Modify User](#)) has a custody issue and is not allowed to leave with, speak to, or see the student, then they will not be able to add or modify Daily Pickup Releases.

Daily Pickup Releases						
Date	Homeroom	Grade Level	Authorized Adult	Authorized Adult Contact Number		
08/28/2014		12	Willie Mayes	555-555-5555		

[Student Data](#)->[Modify Student](#)->[Bus](#)

- Click the add button to create a Daily Pickup Release Form
- Click the modify button next to any existing form to edit its information
- Click the trash can icon next to any existing form to delete the form in its entirety

Daily Pickup Release Report - Report 20993 08/28/2014					
Name	Date	Homeroom Teacher	Grade	Adult Name	Adult Contact Number
Kline, Steve	08/28/2014		09	Babe Ruth	555-555-5555

1 total Records.

Student Data->Reports

- Run Report 20993 - Daily Pickup Release Report, to view a specific day's students with filled out pick up release forms

For Parents

Kevin Kline

GENESIS HIGH SCHOOL | STUDENT ID: 131019 | STATE ID: 23456789

GRADE: 12

PER	COURSE	SEM	DAYS	ROOM	TEACHER	LIST	BLOCK	DAY: R (B)
1	CREAT WRITING	FY	MTWRF	150	Aaron/Aardsma			
2	SAT PREP	S1	MTWRF	148	Aardsma, David			
4-5	ENGLISH 1 AC	FY	MTWRF	143	Anderson, John			

Daily Pickup Release
✕

Today's Date:	08/29/2014
Student Name:	Kline, Kevin Conner III
Teacher Name:	
Grade Level:	12
Authorized Adult:	
Authorized Adult Contact Telephone:	
I have reviewed all information in this form:	<input type="checkbox"/>

*Releases cannot be created or changed after 12pm.

Save
Cancel

Daily Pickup Release
Delete

BUS	WEEK / DAY	< THURSDAY >	
	ROUTE	TIME	BUS #
AM			
PM			