

How to Setup your Rotating Carpool in PickUp Patrol

If your child will be picked up most days via a carpool, follow the steps below to set up your child's dismissal plan. We recommend completing these steps on a computer.

- You will be given a car tag to place on your dashboard so that school staff can identify your car quickly.
- If your school uses car numbers, they will assign your students to a car number in PickUp Patrol. Otherwise your car tag will show the student's last name.

Follow these steps to set up your carpool in PickUp Patrol:

- In PickUp Patrol, click the **Default** tab at the bottom of the screen.
 - Review your child's default plan. This default plan should list the pickup option for your school (on the days applicable) and have your family's car number listed next to it if your school uses car numbers.
- Next, click the **Change** tab at the bottom of the screen.
 - Select the **first date** that your child will be carpooling with a different family.
 - Click the **Dismissal Plan** option and choose your school's car line **pickup** dismissal option.
 - If using car numbers, select the **car number** of the family that will be driving on this date. You will need to check with them for this number.

- Fill in the driver's name(s) in the **More Info** section
- Then tap on **every date** throughout the year that this family will be picking up your child

- Save**
- Repeat these steps if you have multiple families in your carpool, each time entering the appropriate car number if applicable, driver names, and dates for pickup.
 - Note:** You do not need to enter plan changes for the dates that you will be driving the carpool, your child will already default to riding in your car.

Tip: If your school uses last names and your carpool has no set schedule you could set your students default plan to your schools PickUp option, and then fill in all authorized drivers in the more info section.

If you need to adjust these plans later on, you will submit a plan change by following these steps:

- Tap the **"Change"** tab & select a date.
- Select the plan type:
 - If it is a **late arrival**, select the **Late Arrival** option
 - If it is a **leave & return**, select the **Leave & Return** option
 - If it is an **absence** or **dismissal plan**, select the **Dismissal Plan** option.
- Click the **Plan dropdown** and select a dismissal plan.
- Enter **additional information & dates if needed** (e.g., names of people picking up).
- Tap **"Submit"** to submit the plan.
- On the day of the change, the teacher will inform your child of the plan change.

Examples:

- Your child usually carpools with another family on Tuesday, but this Tuesday you are picking up your child early for the dentist - enter a plan change for an early dismissal.
- Your children usually ride home with another family on Thursday, but you are going to be driving the carpool instead. Enter a plan change switching your children to your car number. (The other families should do the same.)