



PARENT COMMUNICATIONS

Announcement for Parents New to PickUp Patrol

For the 2019-2020 school year, Helen Morgan School will be utilizing a web-based attendance application called **PickUp Patrol** to help us better manage our dismissal process and make it easier for you to make changes to your child's dismissal plans. This is the same program that Sparta Middle School currently utilizes and that will be implemented at AES, MAS and HMS.

We are asking you to please use the application, and not call the main office or attendance line, to report absences, tardies, early pickups, or related changes to your child's daily dismissal procedure. We think the hardest part of this change will be showing users how to put a shortcut to the Pickup Patrol website on your smartphone. We have a link for Android/iPhone instructions at the bottom of this letter.

You will receive an email with registration instructions to set up your account. Be sure to register right away, because the link will expire soon and we'd like you to confirm your child's regular daily dismissal plan within the service. If you had a child at SMS last year, and you have a child at AES, MAS or HMS this year then your current PickUpPatrol application should already be updated, and you can skip the registration instructions.

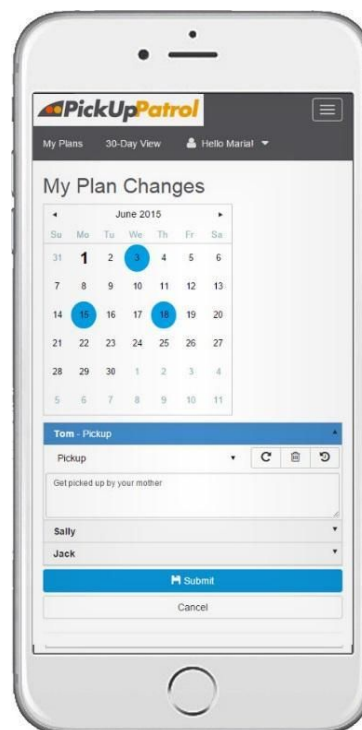
Previously you may have written a note or made a phone call to let us know about an absence or dismissal plan changes. PickUp Patrol automates this process, saving us time here in the office and reducing interruptions in the classroom, while giving you the convenience and flexibility you need to make changes to your child's plans. All student information is protected, and the program is *entirely* administered by our staff.

PickUp Patrol is:

- **Convenient:** Make changes days, weeks or months in advance.
- **Reliable:** A confirmation email is sent to you each time you submit a plan change.
- **Safe:** Accurate dismissal tracking will help ensure a safe dismissal for all our students.

How it Works

- PickUp Patrol is free to parents and is accessed from your smartphone or computer.
- To make a dismissal change, simply login, select a date, your child, and a dismissal option. Then hit submit and that's it!
- Submit all same-day changes by 3:00 p.m.



- Teachers will be automatically notified of any dismissal changes for the day and will communicate them to your child.

Shortly, you will receive an email with registration instructions to set up your account. Be sure to register right away, because the link will expire soon and we'd like you to confirm your child's regular daily dismissal plan within the service.

[How to put a shortcut on your smartphone \(click here\)](#). This link is the best one that we have found, however you can also search "put website shortcut on iphone or android".

If you have any questions, please contact the Helen Morgan School office.