

Pickup Patrol Instructions

Fricano Primary and Regan Intermediate

Every Student must have an active Pickup Patrol account when school starts!

(This direct link from Pickup Patrol could possibly be in your spam folder)

If you do not receive this link by September 1st, 2021 please contact Julie Parsons or Tina Marin

This account was created under the email you gave us when your child was registered for school.

To change the email address that is linked to your pickup patrol account please email

Julie Parsons - Fricano Primary Attendance K, 1st and 2nd Grades
JParsons@starpointcsd.org

Tina Marin - Regan Intermediate Attendance 3rd, 4th and 5th Grades
TMarin@starpointcsd.org

Pickup Patrol is a program that Fricano Primary and Regan Intermediate started using in September 2020 for all our day to day attendance notes.

**We are not accepting paper notes anymore!
All attendance related notes go directly in Pickup Patrol.**

Each student will need an active account from Kindergarten - 5th Grade. This account will handle **Tardies, Early Dismissals, Absences** and all your regular end of the day Dismissal needs. Such as the **Bus, YMCA, After School Activities** and **Parent Pickup**.

**Our school day starts at 8:55am The student should be in their classroom by 8:55am!
(anything after 8:55 is considered tardy)**

Every student must have a **Default Plan** put in place when school starts!

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A Default Plan is the way your student gets home from school on a regular, daily basis.

- You have the option to customize what your Default plan looks like for each day of the week.
- You will click on the icon that looks like a BUS at the bottom of the Pickup Patrol App
- It is very important that you click on **Default** and **NOT** the Change icon. When you put a change in pickup patrol it alerts the teacher in a separate email that there is a change to your child's regular daily plan
- If you put the Default plan in place and you would like to go back and adjust it later on you would select the **>Update** in the Default plan section
- This would give you the option to select the dismissal option for each day of the week
- You can make everyday the same or customize each day

Making a change to the current school day must be done prior to 12 noon

When you need to make a change to the students current school day please select the **Clock icon** at the bottom of the App that says **Today**

Then click on the students name that you want to change

You will see a drop down menu that you can select the change from

The change must take place by 12 noon on the current school day

Only submit a Plan Change for when your student needs to be dismissed in some way that differs from their Default plan!

Login to the app.

Select a date and one of your students.

Choose a plan change option from the drop down list and **add a note**.

Click **SUBMIT**.

Each time you send in a change, you will receive an email confirming that the school received the change. The school office will be able to view the change immediately. Towards the end of the school day, your student's teacher will be automatically notified of any changes for that day and will communicate the change to your child before dismissal.

If the student is Absent you would also make a plan change for that specific day and add in the reason for the absence!

Login to the app.

Select a date and one of your students.

Choose a plan change option and **add a note**.

Click **Absent**, **add reason** and then **SUBMIT**.

11:43 LTE

This Week

This Week Next Week

Naomi >

Room R4 DEFAULT

Submit changes by 12:00 PM

Julie >

Other DEFAULT

Enrolled in SOLA

Submit changes by 12:00 PM

Ariving late?

TUESDAY, JUNE 22

Naomi >

Room R4 DEFAULT

Julie >

Other DEFAULT

Enrolled in SOLA

Ariving late?

Health Today Change Default Settings

11:49 LTE

Cancel Edit Dismissal

Julie

Plan

More Info Enrolled in SOLA

Plan

Pickup (Enter Driveway A Fricano playground parking lot)

YMCA

Early Dismissal

Absent

Bus

R4 Starpoint Employees Only Staff Pickups

After-School Activity

Cancel

11:49 LTE

Change Plans

June 2021

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Health Today Change Default Settings

11:52 LTE

Back Default Plans

Julie

MON Bus >

TUE Pickup (Enter Driveway A Fricano playground parking lot) >

WED Bus >

THU Pickup (Enter Driveway A Fricano playground parking lot) >

FRI Bus >

Clear All

Confirm Default Plans

