

School Notification of a student Pickup



Procedures for EARLY STUDENT PICKUP:

*** ALL requests for parent pick up MUST be entered into Parent Portal/Genesis **no later than 2:30 PM** - at that time the system will close. If you have a request for a pick-up after that time, you will need to call the Main Office.***

** Send a note in with your child with details of any dismissal changes.

** Notes are **not** to be e-mailed or sent via a Class Dojo message to the teacher, unless it is **in addition** to the Genesis notification.

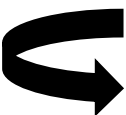
1. Log on to Parent Portal/Genesis.

The screenshot shows the school's website. A QR code is on the left, with a box labeled "Parent Portal/Genesis" and an arrow pointing to it. The website header includes a purple navigation bar with links: HOME, OUR SCHOOL, NEWS, MEDIA CENTER, NURSE, GUIDANCE, PTA, STAFF, CONTACT. Below the header is the school logo and name: APPLEGARTH ELEMENTARY SCHOOL, Home of the Falcons. At the bottom, there are three service icons: Parent Access, Lunch Services, and Calendar.

2. Choose the "Attendance" tab.

The screenshot shows the Genesis Parent Resources portal. The top navigation bar includes "Genesis Parent Resources", "MESSAGE CENTER", and "STUDENT DATA". Below this is a secondary navigation bar with tabs: Summary, Assessments, Attendance, Grading, Fees And Fines, Gradebook, Documents, Forms, Course Pages, Letters, School Information. The "Attendance" tab is selected. Below the navigation bar, there are two buttons: "DAILY ATTENDANCE" and "NOTIFY ATTENDANCE OFFICE". A message is displayed: "Contact genesis@[redacted] with any access problems. Contact the main office of your child's school with questions regarding the content displayed on the portal. Genesis@clarkschools.org ONLY handles login related problems and has no knowledge or input over the content displayed on the portal." Below the message is a section titled "Daily Pickup Release for G [redacted]" with a subtext: "You may only set Daily Pickup Release for today and/or future dates." There is a button with a green plus icon and the text "Add Daily Pickup Release for G [redacted]". Below this is a section titled "Submitted Pickup Releases" with a table header: FOR DATE, TYPE, NAME, NUMBER.

3. Click on the to "Add Daily Pickup Release"



School Notification of a Student Pickup



Procedures for EARLY STUDENT PICKUP:

4. Fill in all required information –

- Authorized adult picking up
- Phone number of the authorized adult picking up
- Notes – Indicate
 - **Time of pickup** (10:00 A.M. or regular dismissal time)
 - **Reason for pickup** (example: doctor appointment or change in dismissal plan)

5. Click “Save”

A screenshot of a web application interface showing a 'Daily Pickup Release' form. The form is titled 'Daily Pickup Release' and has a close button (X) in the top right corner. It contains the following fields: 'Today's Date: 07/25/2022', 'Student Name: [REDACTED]', 'Release Type: Pickup' (with a dropdown arrow), '*Authorized Adult/After School Activity: [REDACTED]', '*Authorized Adult Contact Telephone: [REDACTED]', and '*Notes' (a large text area). Below the notes is a checkbox labeled 'I have reviewed all information in this form:'. At the bottom of the form, there is a note: '*Releases cannot be created or changed for today after 12:00pm.' and two buttons: 'Save' and 'Close'. A large black bracket on the left side of the form indicates that the information entered in these fields corresponds to the instructions in step 4. A grey arrow points to the 'Save' button, corresponding to step 5.

***** Parent dismissal prior to 3:10 P.M. will take place in the front office, all other dismissals will occur following our normal dismissal procedures beginning at 3:25 P.M. at Door 11.**