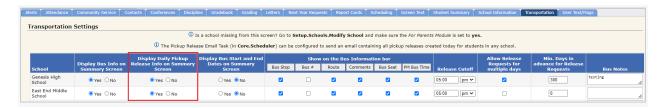
Daily Pickup Release Form Daily Pickup Release Form

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.

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For Users



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.



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

