

Attendance – Modify Daily Pickup Release

Parents can modify a student’s daily pickup release information directly through the Genesis Parents Portal. The releases alert the district of a change to the student’s pickup release information for that day. Releases cannot be created or changed after 12 PM. This link is located under the ‘SUMMARY’ dashboard, above the Bus Routes panel list.

The screenshot shows a user interface for a student's profile. On the left is a placeholder for a student photo. Below it, the following information is listed: Homeroom: 0008 McInnes, Cathy; Counselor: [redacted]; Age: [redacted]; Birthdate: [redacted]; Notes for Parents: [redacted]. The main header area includes the school name 'NIXON ELEMENTARY SCHOOL', 'STUDENT ID: [redacted]', 'STATE ID: [redacted]', and 'GRADE: 02'. A navigation bar contains tabs for 'THIS WEEK', 'M', 'T', 'W', 'R', 'F', and a 'Modify Daily Pickup Release' button, which is highlighted with a red box. Below this is an 'ATTENDANCE' section with a 'Notify Attendance Office' button. To the right is a 'BUS' schedule table for 'FRIDAY'.

BUS		WEEK / DAY			
ROUTE	TIME	BUS STOP	BUS #	PICK UP / DROP OFF	BUS SEAT
AM	8:36AM		7		
PM	3:39PM		7		

At the next screen click on the “Add Daily Pickup Release” icon.

The screenshot shows a screen titled 'Daily Pickup Release for' with the subtitle 'You may only set Daily Pickup Release for today and/or future dates.' Below the text is a button with a green plus icon and the text 'Add Daily Pickup Release for', which is highlighted with a red box.



At the “Daily Pickup Release” dialog box, fill in the TEXT boxes for Authorized Adult/After School Activity, Authorized Adult Contact Telephone, and Notes.

- Select the check box to confirm all information in the form has been reviewed
- Click SAVE to submit the request

Daily Pickup Release
✕

Today's Date:	08/21/2020
Student Name:	
Release Type:	Pickup ▾
*Authorized Adult/After School Activity:	<input style="width: 100%;" type="text"/>
*Authorized Adult Contact Telephone:	<input style="width: 100%;" type="text"/>

*Notes

I have reviewed all information in this form:

**Releases cannot be created or changed for today after 12:00pm.*

Save
Close

Once submitted a parent can modify or delete the Daily Pickup Release.

Submitted Pickup Releases

FOR DATE	TYPE	NAME	NUMBER		
08/21/2020	PICKUP	Dentist Appointment	555-555-4521		

Note: I will be picking up my daughter from school today by 1:30 PM for her dentist appointment

