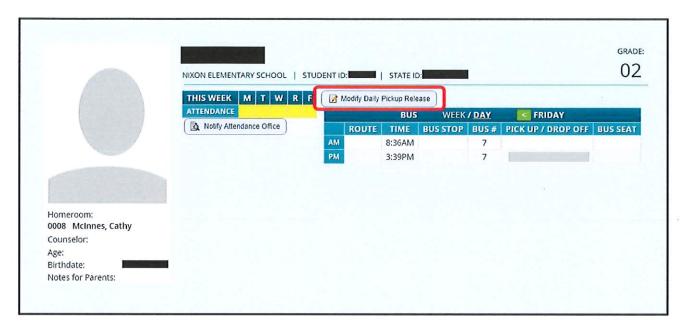
Genesis Parent Portal User Guide

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.



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

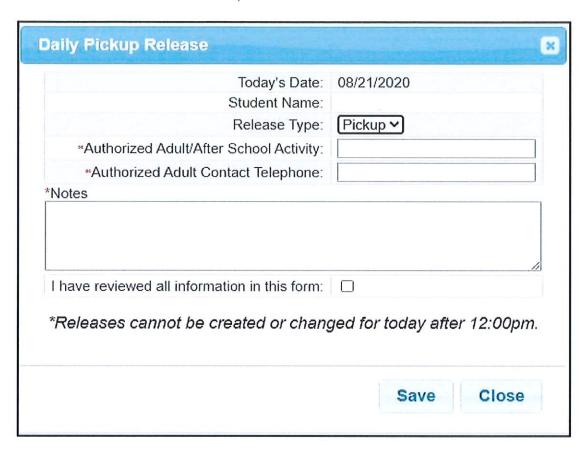




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At the "Daily Pickup Release" dialog box, fill in the TEXT boxes for Authorized Adult/After School Activity, Authorized Adult Contact Telephone, and Notes.

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



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



