



Parents,

Starting Tuesday, February 14th, we will be using a system called [PickUp Patrol](#) to help us track dismissals. PickUp Patrol (PUP) will save us a great deal of time here in the office and reduce classroom interruptions while providing you with a convenient way to make changes to your children's dismissal plans.

Most importantly, it will help us ensure that our students are safely dismissed to their correct after-school destinations.

### **Use the PUP web app for:**

**ATTENDANCE:** Notify the school office when your child will be absent, arriving late or leaving early.

**DISMISSAL CHANGES:** Submit changes to your child's regular dismissal plans.

For example:

- *Your child normally rides the bus, but is getting picked up today.*
- *Your child usually goes to aftercare, but is leaving early for an appointment.*

### **How it works:**

Your child's regular dismissal plan is entered into the system. This is called their Default Plan. Then whenever you have a change to the Default Plan, you'll submit it through the PUP app. When the change is submitted, the school will be notified and your child's teacher will relay the change to them.

### **Getting started:**

1. **REGISTER:** On Friday, February 10th you will receive a registration email with a link to set up your account.
  - The web app is free to parents and you can use it from your smartphone or computer.
  - For easy access, follow the instructions in your registration email for how to add it to your phone's home screen (PUP is not accessed through the app stores).
2. **ENTER DEFAULT PLANS:** Once you register, log into your PickUp Patrol account by Sunday, February 12th to confirm your child's default dismissal plan. **It's important that you complete this step so that we can accurately dismiss your children.**

**Notes, emails or phone calls will be accepted for changes for the next few weeks, but starting Monday, February 27th , all changes should be submitted through PickUp Patrol.**

Thank you for using PUP to make safety a priority and to ensure our dismissal process is efficient for all our students. If you have any questions, please first check the [PUP FAQ](#) page. If you still need help, contact us here in the office at [Iconway@dasd.org](mailto:Iconway@dasd.org) or PickUp Patrol at [support@pickuppatrol.net](mailto:support@pickuppatrol.net).

