

PROCEDURE FOR STUDENT PICKUP

Brookside is implementing a new procedure for picking up your child from school. You will now enter your student pick up notification through the Parent Portal (Genesis).

You can enter the pickup notice in advance and up to 3:00 p.m. for the same day pickup.

Instructions are as follows:

- Log into the Parent Portal
- Under Student Data, go to “ATTENDANCE,” then select “PICKUP.”
- You will see a form to complete.
 - Enter the date
 - Release type is “pickup”
 - Name of Authorized Adult
 - Authorized Adult’s contact number (Do not complete if parent is the authorized adult)
 - Pickup Time (up to 3:15 p.m. for early pickup or 3:34 for dismissal)
 - Do not complete “Pickup Method”
 - Click “I have reviewed all information.”
 - Click “Save”

ADDITIONAL INFORMATION:

The person picking up will need to have a photo ID and must be at least 18 years of age.

You may pick up your child up to 3:15 pm or at dismissal (3:34 pm).

If you have an emergency, you may contact the main office at 732-521-1101 for assistance and further instructions.

We are implementing this new procedure to make it easier for parents to enter a pickup notification at a time most convenient for them.

EXCEPTIONS:

If your child is an everyday pickup for the entire year, you will need to write one note and send it in with your child. We will then have your child on the pickup list each day.

If you need any assistance or have any questions, please contact the Brookside main office at 732-521-1101.

We have attached a sample pickup release on the next page to reference.

Thank you,

Brookside Administration

Daily Pickup Release for Jackson

You may only set Daily Pickup Release for today and/or future dates.

Daily Pickup Release

Today's Date: 01/06/2025

Student Name: Jackson John

Release Type: Pickup

Authorized Adult/After School Activity:

Authorized Adult Contact Telephone:

Pickup Time: 12:00 am

Pickup Method:

Notes

☐ I have reviewed all information in this form.

*Releases cannot be created or changed for today after 02:00pm.

Save

Close