

1. Log into the Parent Portal

Jefferson Township Middle School

1000 Weldon Road, Oak Ridge, NJ 07438
Main Office: 973-697-1980

Counselor: [Redacted] Grade: [Redacted] Student ID: [Redacted]
HR Teacher: [Redacted] Attendance: [Redacted]

MENU

- Homepage
- Homework
- Calendar
- Schedule
- Daily Attendance
- Gradebook
- Grades
- Honor Roll
- G&O Progress
- Fines
- Food Services
- Parent Questions
- Contacts
- Documents

Jefferson Township Schools
Falcon Pride

Jefferson Township Middle School
Welcome To Our Realtime Student Information System
Parent Portal

2. From the Menu, select **Student Pickup**

MENU

- Student Pickup**
- Homepage
- Homework
- Schedule
- Daily Attendance
- Gradebook
- Grades
- Honor Roll
- Discipline
- G&O Progress
- Food Services

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3. From the drop down menu, select the **Reason**.

STUDENT PICKUPS 2023-2024

Pickup dates will only be added for valid school days.

Pickup Reason	Beginning On	Ending On
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Add New Pickup

Reason: --Please Select--

Pickup Date/Time: mm/dd/yyyy 12:00 PM

Pickup Name: --Please Select--

Repeats: ☐

Add

4. Set the **Date & Time**.

STUDENT PICKUPS		2023-2024
Pickup dates will only be added for valid school days.		
Pickup Reason	Beginning On	Ending On
Add New Pickup		
Reason:	--Please Select--	
Pickup Date/Time:	mm/dd/yyyy 12:00 PM	
Pickup Name:	--Please Select--	
Repeats:	☐	
Add		

5. From the drop down menu, select the **Pickup Name**.

STUDENT PICKUPS		2023-2024
Pickup dates will only be added for valid school days.		
Pickup Reason	Beginning On	Ending On
Add New Pickup		
Reason:	--Please Select--	
Pickup Date/Time:	mm/dd/yyyy 12:00 PM	
Pickup Name:	--Please Select--	
Repeats:	☐	
Add		

6. If this is a repeating dismissal routine, **check the “Repeats” box.**

STUDENT PICKUPS		2023-2024
Pickup dates will only be added for valid school days.		
Pickup Reason	Beginning On	Ending On
Add New Pickup		
Reason:	--Please Select--	
Pickup Date/Time:	mm/dd/yyyy 12:00 PM	
Pickup Name:	--Please Select--	
Repeats:	☐	
Add		

7. **If applicable-** Select when the **repeat** ends, and the **recurrence**

Repeats:	☒
Ending On:	mm/dd/yyyy
Recurrence:	Daily

8. Select **Add** to save the pickup.

STUDENT PICKUPS		2023-2024
Pickup dates will only be added for valid school days.		
Pickup Reason	Beginning On	Ending On
Add New Pickup		
Reason:	--Please Select--	
Pickup Date/Time:	mm/dd/yyyy 12:00 PM	
Pickup Name:	--Please Select--	
Repeats:	☐	
Add		

9. Add additional pickups as necessary for dates in advance.

10. Remove pickups with the **red x**.

	Pickup Reason	Beginning On	Ending On
	After School Activity	9/21/23 12:00 PM	9/21/23 12:00 PM