Using Pick Up Patrol

1. If you do not have a Pick Up Patrol account, please follow the link in the email you received. The email will be from Pick Up Patrol and the subject line is: **Brown Elementary: It's Time to Set Up Your Pick Up Patrol Account**. Follow the instructions to create an account and password. Then go to Step 2.
2. Go to www.pickuppatrol.net
3. Click on "Parent Login" and enter the email and password for your account.
4. When you enter, your screen will look like the image below.
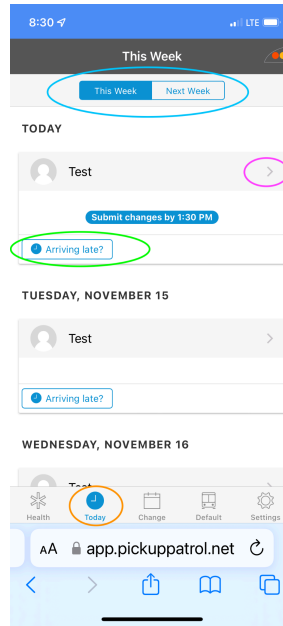

5. In this example, the name of my student is Test. In the orange circle, you will see the word Today. This area allows you to make changes for the next 2 weeks. You will see in the blue circle that I am making changes for this week. If you want to make a change for your child's dismissal or report their absence, you will click the arrow after their name on the correct day. In this example, I am making changes for today as indicated by the pink circle. If your child is going to be coming to school late, you will use the button in the green circle to let us know.
6. By clicking on the arrow highlighted by the pink circle above, you will come to this screen:
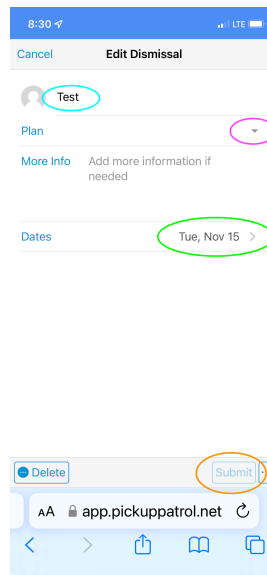
7. In this example, the blue circle will show you for which student you are changing dismissal. The Green circle will show you the date for which you are going to change dismissal. The Pink circle shows you an arrow that will display the list of dismissal change options. You will click this arrow.

8. The next screen will display a list of dismissal options that looks similar to the image below. There are more options than are able to display on a phone screen so please be sure to scroll down to see all the options. The options circled in pink at the top are the options you will use if your child is absent. The first option is used if your child is ill or has a medical or dental appointment. The second option is for all other absences.
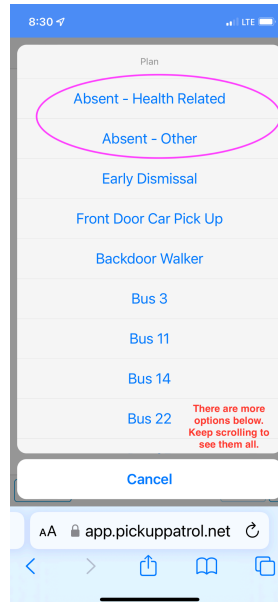

9. If you selected "Absent - Health Related" or "Absent - Other" you will see a screen that looks like the one below. In the area highlighted by the pink circle, you will provide more information about why your child is out of school. The area highlighted by the blue circle will let you know which days you are indicating child will be absent. Be sure to press the Submit button (highlighted by the green circle) when you are finished.
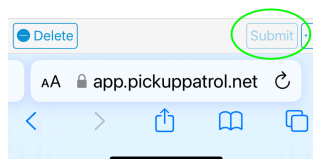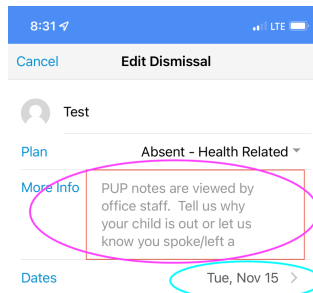
10. You can also enter scheduled absences or changes for dates further out than two weeks. From the main screen when you log in (see example below), click the calendar icon on the bottom of the screen indicated

by the blue circle. You can use the arrow at the top of the screen (indicated by the pink circle) to change the month if necessary. You will then select the day and the screen will indicate the date you selected with a blue box. In this example, I have selected November 22, 2022 which you can see in the green circle.
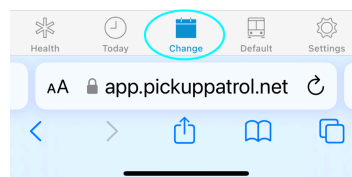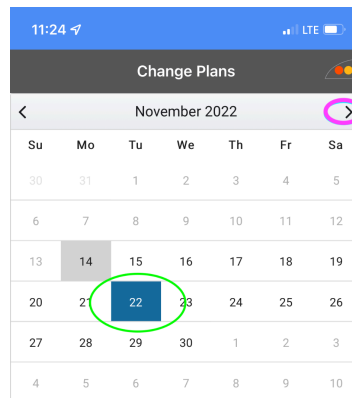
11. You would then follow Steps 4-9 above. Please remember to always select the Submit button in the lower right corner to save your changes.