



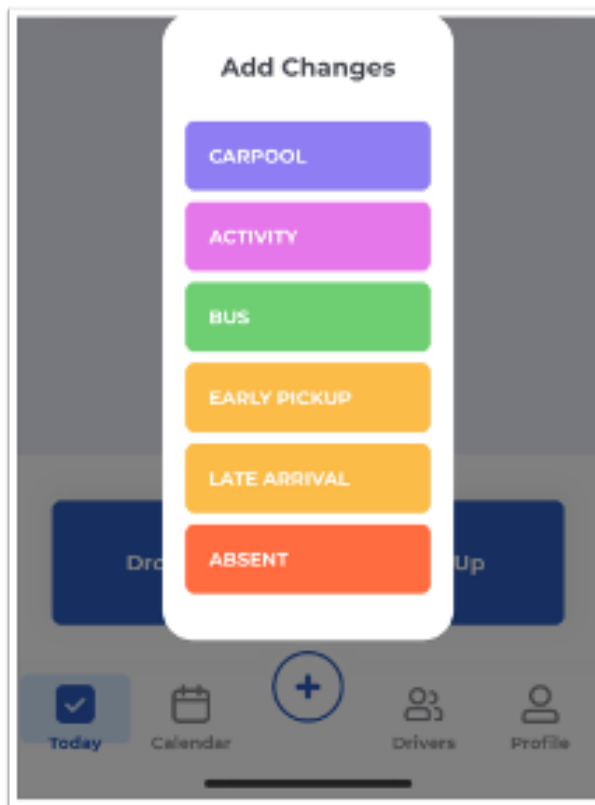
## Add or Remove Arrival & Dismissal Changes via PSA

Parents can report carpool changes, activity attendance, bus ridership, early pickup and late arrivals, and absences via the SchoolPass Parent Student App. If you'd like to add or remove a change to student dismissal plans, please follow the steps below.

### Add Arrival & Dismissal Changes

Log into the SchoolPass Parent Student App and click Calendar to view existing dismissal changes.

Press the Plus + sign on the bottom navigation to open the Add Changes window. Choose your preferred arrival or dismissal change to continue.



**Our Lady of Prompt Succor Catholic School**

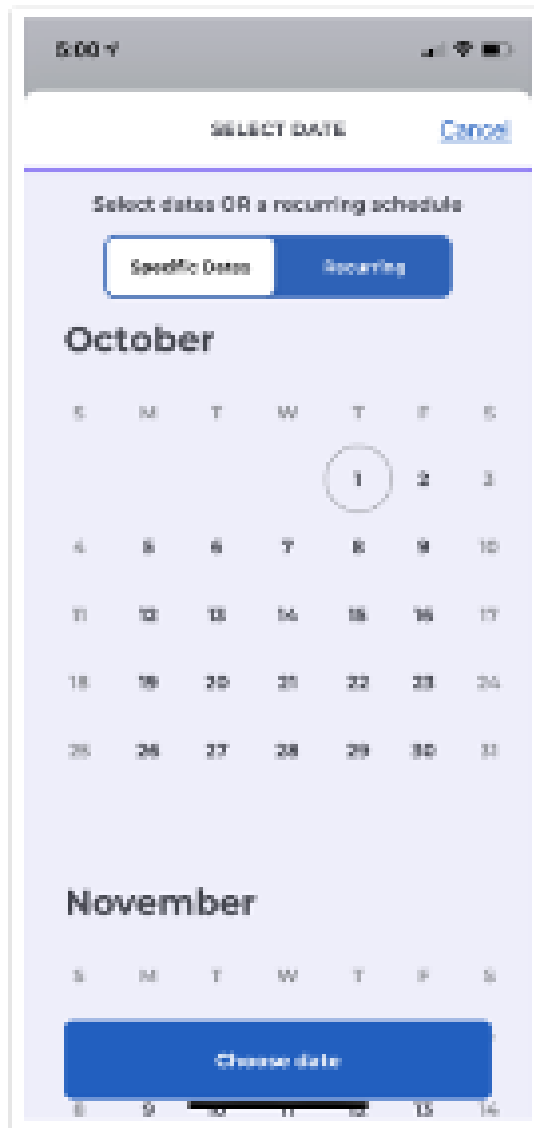
318.487.1862 420 21st Street Alexandria, LA 71301 [www.promptsuccor.org](http://www.promptsuccor.org)



### Carpool

Select Carpool from the Changes menu to place one or more of your students into a carpool with another family attending your school. If you already have an authorized driver such as a caregiver or relative registered under your Drivers tab, you do not need to complete this step.

On the first screen, if you'd like to indicate specific dates for your child to join a carpool, select each date on the calendar screen, and then press Choose date to advance.





For recurring carpools, click Recurring and indicate the frequency, day(s) of the week, and the start and end period for this carpool. Then press Choose date to continue.

5:08

SELECT DATE [Cancel](#)

[Specific Dates](#) [Recurring](#)

Frequency [Every Week](#)

Every Monday

Every Tuesday

Every Wednesday

Every Thursday

Every Friday

PERIOD

From [Select Date](#)

To [Select Date](#)

[Choose date](#)



On the next screen, you can select more than one child to ride in this carpool by clicking the drop-down arrow next to your child's name. Press SelectCarpool to open a window to search for the family you'd like your child to carpool. You may choose to indicate this as an arrival or dismissal carpool using the Type menu, as well as add notes. Press Submit at the bottom of the page to notify your school, as well as the family with which you are carpooling.

5:01 PM

← MOVE TO CARPOOL Cancel

1 Child

Text1 Text2SP

Select Carpool

Type Dismissal

Notes

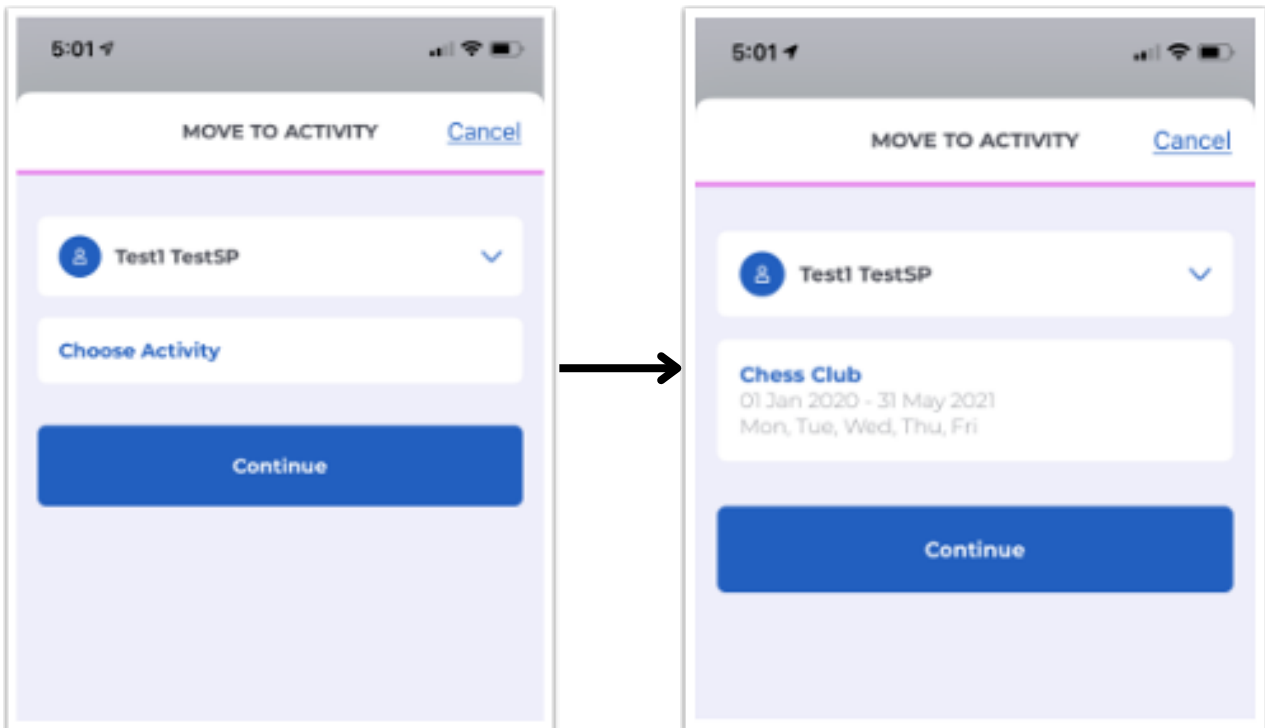
Submit



### Activity

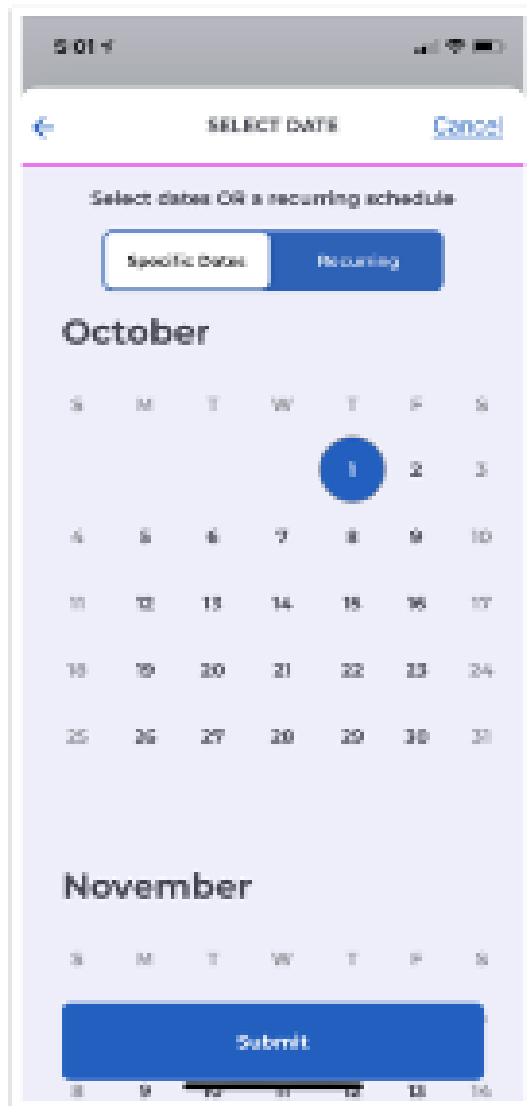
Select Activity from the Changes menu to place one or more of your students into an activity your school has enabled for families. Schools may have activity offerings that cannot be added or removed by families, so if you are expecting to see an activity in this menu but can't find it, please reach out to your school administration for more details.

Depending on the requirements of the activity, you may be able to select more than one student at a time to enroll in the activity by using the drop-down arrow next to your student's name. Press ChooseActivity, then select from the menu and press Continue.





Please note the dates and days of week that the particular activity you are selecting is offered, and indicate the dates you are signing your student(s) into that selected activity. Depending on how the activity is configured, you may be able to choose specific or recurring dates, though these may be locked settings from your school. Finally, press Submit to register your students in these activities.

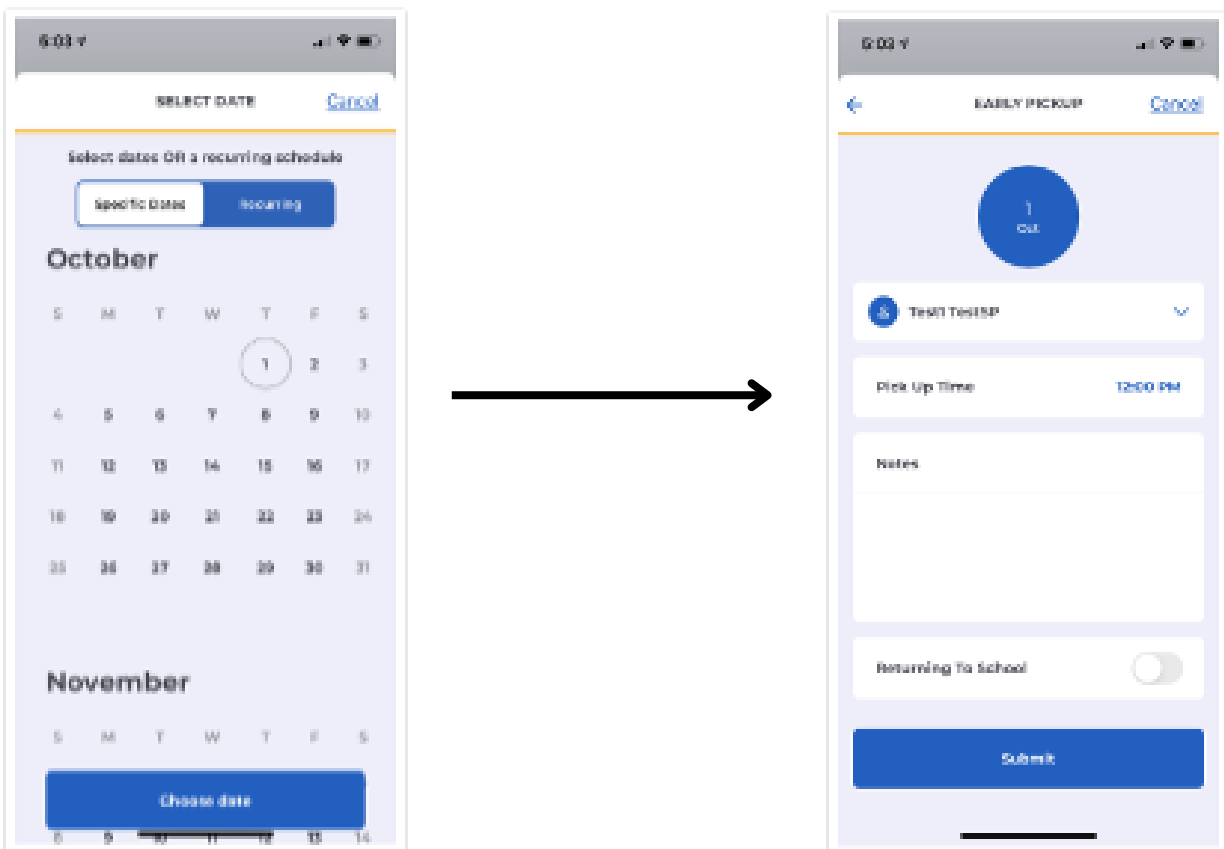




### Early Pickup

Select Early Pickup from the Changes menu to indicate dates and times you will need to pick your student(s) up early from school. You may select specific dates or make this a recurring change. We recommend parents contact their school before making a recurring early pickup so that administrators are aware of any additional information.

You may select more than one student or early pickup using the drop-down menu next to your student's name. Specify the time of early pickup, add a note so the school is aware of the reason, and indicate whether your student(s) will be returning to school on that day. Press Submit to notify your school of this early pickup.

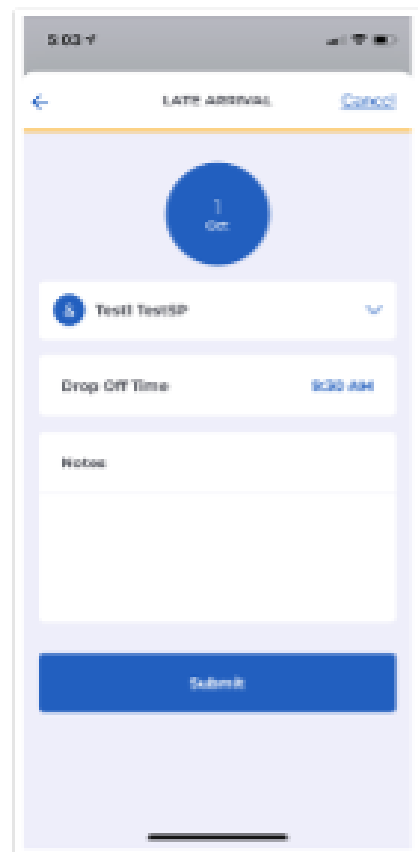
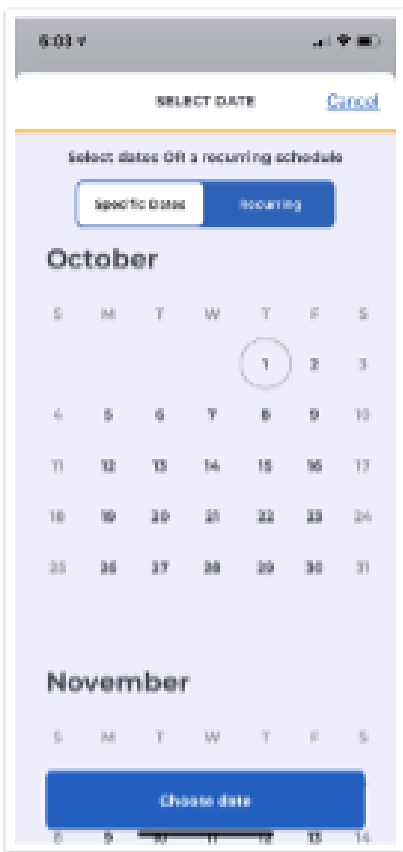




### Late Arrival

Select Late Arrival from the Changes menu to indicate a specific date or recurring dates on which one or more of your students will be arriving late to school. Use the SpecificDates calendar to select individual dates, and press Recurring to indicate a recurring late arrival. Press Choose date at the bottom of the screen to continue.

You may select more than one student for this late arrival change using the drop-down arrow next to your student's name. Indicate the drop-off time, provide a note, and finally press Submit to notify the school of this change.







## Absent

Select Absent from the changes menu to report an absence for one or more of your students on specific dates or a recurring basis. First, choose the specific dates of the absence, or indicate if this will be on a recurring basis. Next, indicate this absence for one or more of your students using the drop-down arrow next to your first student's name. Finally, provide a note and press Submit to notify the school.