

How to report picking up your child early from school in Genesis

- Please do not call or email the school to report picking up your child early unless it's after 2:00PM at the middle and elementary schools.
- If you or someone authorized by you is going to pick up your child before school dismisses for the day, you must report that information in your Genesis Parent Portal account.
- **Only Parents that do not have custody issues can pick up a child from school.**
- **The person listed should be an emergency contact that is marked as having permission to pick up your child can take a student from school. If this is an emergency, this form serves as your permission for that person to pick up your child.**
- Logon to your Genesis Parent Portal.
- On the summary screen above the Bus information, click on the "Modify Daily Pickup Release" button.

- Be sure you have chosen the correct student that will be picked up. You can change the student's name by using the dropdown next to "SELECT STUDENT".
- Be sure to read all the information on the top half of the entry screen which is noted below.

When filling out a request

- When filling out this form you are authorizing the person listed in the request to pick up your child if it is not you.
- You can enter an early dismissal request 1 day in advance.
- Choose the date of the early dismissal.
- Enter the name and phone number of the person picking up the child.
- **We encourage you to have anyone picking up Students listed is in your emergency contact list, and checked off to be able to be picked up. Parents do not need to be listed as an emergency contact. They can pick up students as long as there is no custody issues.**
 - **The person picking up must present a photo ID.**
- Please put your request in as soon as possible before the cutoff times listed below.

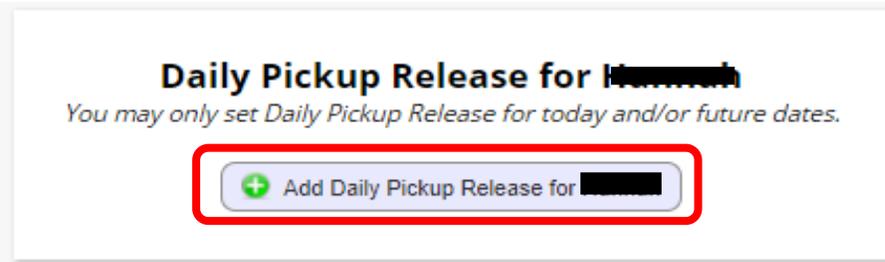
For High School only

- You can request an early dismissal up until 2:41PM.
- Please note in the comments if you are picking them up or if your child can drive or walk home, the reason for the early dismissal, and the time they will be leaving.
- If the student is **driving** or **walking**, 'permission to drive' or 'permission to walk' must be written in the comments section and the student must pick up an early dismissal pass at the attendance office to show to security and sign out of the building. ***If this is not noted in the comments the student will not be able to leave on their own.***
- If the parent or a designee is picking up the student, the student needs to pick up an early dismissal pass from the attendance office and show it to security where the parent will need to sign their child out.

For Elementary and Middle School only

- You can request an early dismissal up until 2:00PM. After that time you should call your Child's school directly.
 - Please note in the comments section the **time** you will be picking up your child as well as a reason.
 - Please note in the comments if your child will not be going to aftercare or an afterschool event the child is scheduled for,
 - Please come to the front door and ring the bell, and let them know you are picking up a student.
 - For Middle School ONLY have your child come to the office during homeroom to get a pass for dismissal.

- Click on “Add Daily Pickup Release for [your child’s name] to start the process



- You can enter information up to 1 day in advance.
- Please enter the information as early in the day as possible.
- Make sure the correct Student Name is displayed.
- For Elementary or Middle School
 - Enter the Adult who will be picking up the student. **The person listed should be a Guardian or someone listed in your child’s emergency contacts in Genesis. The emergency contact must be checked off with permission to pick up the student from school.**
 - Enter the phone number of the person picking up the student.
- For the High School
 - If an Adult is picking up the student enter the Adult who will be picking up the student. **The Adult listed should be a Guardian or someone listed in your child’s emergency contacts in Genesis. The emergency contact must be checked off with permission to pick up the student from school.**
 - If the child is allowed to **walk home**, enter “**Walking Home**” next to authorized adult.
 - If the child is allowed to **drive home**, enter “**Driving Home**” next to the authorized adult.
 - **If this information is not noted, the student will not be able to leave alone.**
 - Enter your phone number or if someone other than you is picking up the student enter their number.
- In the Notes area let us know
 - The reason your child is leaving along with the time.
 - If your child will not be attending aftercare or an afterschool activity that they normally would have.
- Check off the box next to “I have reviewed all information in this form”.
- You will not be able to enter a request if it is after the cutoff time for today.
- Click Save

Submitted Pickup Releases

- You can modify or delete a request up until the cutoff time.
- A running list for this school year will be listed.
- **NOTE: only High School students can walk or drive home.**

Daily Pickup Release for [REDACTED]

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

[+ Add Daily Pickup Release for Hannah](#)

Submitted Pickup Releases

FOR DATE	TYPE	NAME	NUMBER		
03/24/2022	PICKUP	Mrs Mary Smith	973 555 1212		
Note: I am picking up Mary at 2:00 to go to the Dentist					
03/25/2022	PICKUP	Driving Home	973 555 1212		
Note: Mary is leaving at 1:00 to go to the Dentist. She can drive home.					