



PARENT COMMUNICATIONS

To encourage your parents to start using PickUp Patrol, we recommend that you prepare them in advance through your preferred school communication channels. **We find that when the principal emphasizes the convenience for parents and the safety it offers their students—coupled with an expectation of use—parents adapt quickly to the new procedures.**

Below we've provided some suggested text. Feel free to edit as needed. The **highlighted** sections indicate text that you will want to replace with your own information.

Announcement to Parents about PickUp Patrol (For schools new to PickUp Patrol)

Starting **Jan. 6, 2020**, our school will be using a web application called **PickUp Patrol** to help us better manage the coming and goings of our students.

Previously you may have written a note or made a phone call to let us know about an absent, late arrival, early dismissal or other plan change. PickUp Patrol automates this process, saving us time here in the office—while giving you the convenience and flexibility you need to make changes to your student's plans.

The PickUp Patrol app is:

- **Convenient:** Submit changes days, weeks or months in advance.
- **Reliable:** A confirmation email is sent to you each time you submit a plan change.
- **Safe:** Accurate dismissal tracking will help ensure a safe dismissal for all our students.

How it Works

- PickUp Patrol (PUP) is free to parents and is accessed from your smartphone or computer.
- To make a plan change, simply log in, select a date, your student, and a plan change option. Then hit submit and that's it!
- Changes and absences can be entered months in advance. **ALL SAME DAY CHANGES MUST BE SUBMITTED BY 2:00 pm.**



How to Register

1. **Registration Email:** Be on the lookout for a registration email in your inbox. If you do not receive this email, please email Mrs. Garris at sgarris@iwcs.k12.va.us or Mrs. Wall at jwall@iwcs.k12.va.us or Mrs. Ashburn at sashbur@iwcs.k12.va.us.

2. **Add PUP to your Phone:** The PickUp Patrol app is not accessed through the app stores. Instead, you'll simply add it your phone's home screen for easy access.
3. **Make Plan Changes:** Once you've registered, please start using PickUp Patrol right away for reporting all plan changes and absences. **STARTING JAN. 6 ALL PLAN CHANGES and ABSENCES MUST BE SUBMITTED THROUGH PICKUP PATROL.**

Reminder for Parents to use PickUp Patrol

(Use this text in weekly newsletters, principal messages, and/or friendly email reminders from the secretaries to encourage parents to use PickUp Patrol.)

Parents—Remember to Use PickUp Patrol for ALL Dismissal Plan Changes

Parents,

This is a friendly reminder to please use PickUp Patrol to report ALL absences, ate Arrivals, Early Dismissals and other plan changes.

If you have not registered yet, please contact the school so that we can email you a registration link.

The PickUp Patrol app is delivered through the web rather than from an app store, and can be found here: <https://app.pickuppatrol.net/parents> Login and then add the link to your home screen. If you need help doing this, instructions can be found [HERE](#).

HERE Link: https://docs.google.com/document/u/2/d/e/2PACX-1vQmZTH_jzUT5GaUvzIGmSjVYMsDJX5Adi7AqupExxxIX33AyC3Hfdw2qwqWQGq1DKB4rycazJYJ1Q0-/pub