

Set Student Pickup Details

You can enter and edit the name, phone, and vehicle information for anyone who is authorized to pick up the student.

To set student pickup details

1. On the Home screen, click **Students**.
2. Double-click a student name.
3. Click the **Pickup** tab.
4. Enter the pickup details, and click **OK**.

Billing		Communication			Enrollment			Behavior				
General	Family	Address	Phone	Student	Pickup	Notes	Emergency	Activities	Schedule	Custom	Immunizations	
Print All pickups for this student											Print	
Family - Allowed to pickup this Student												
<input checked="" type="checkbox"/>	Adams, Joe (Joe)	11136	405-509-2192	L							Edit	
<input checked="" type="checkbox"/>	Adams, Tia D (Tia)	11130	405-509-2192								Relationships	
<input type="checkbox"/>	Anderson, Tyson M (Tyson)	10316										
<div style="border: 1px solid gray; width: 100%; height: 20px; margin-top: 5px;"></div>												
Additional - Allowed to pickup this Student												
<input checked="" type="checkbox"/>	Sample, John	13395	5555555	5555555555								Select
<div style="border: 1px solid gray; width: 100%; height: 20px; margin-top: 5px;"></div>												
<div style="border: 1px solid gray; width: 100%; height: 20px; margin-top: 5px;"></div>												
Pickup Notes												

Additional Field Information

Relationships – Add what type of relationship a pickup has with the student.

Select – Add a name that already exists in your database.

New – Add a name that does not already exist in your database.