

Quick Reference Guide

Audience: Families.

Purpose: Learn how to send in changes to your normal schedule, including absences and changes in drop-off or pick-up times.

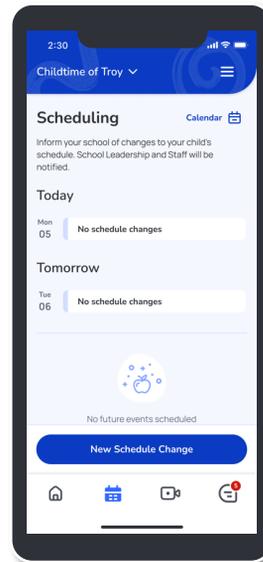
LEARNING CARE GROUP'S FAMILY OF BRANDS

Add a schedule change.

1

Notify your school of any changes to your normal schedule by tapping on the **calendar icon** in global navigation.

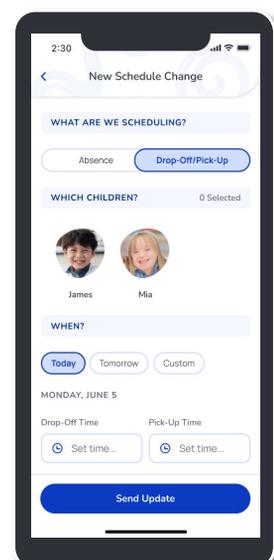
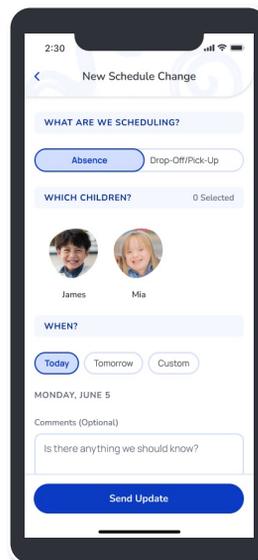
Then tap on the **New Schedule Change** button.



2

First, select the type of schedule change you want to submit by tapping on the pill:

- **Absence** – if your child will not attend school at all on a given day or days
- **Drop-Off/Pick-Up** – if there is a significant change to your child's normal drop-off or pick-up time (more than 30 minutes)

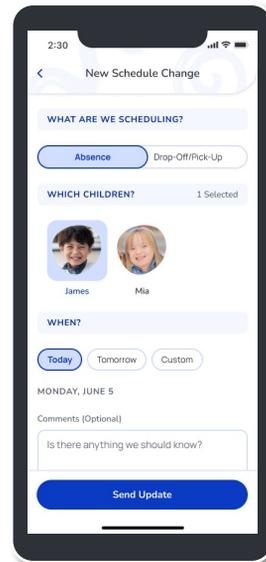


3

Select **which children** the schedule change applies to by tapping on them.

Then, select if the schedule change is for **Today, Tomorrow, or a Custom** date or date range.

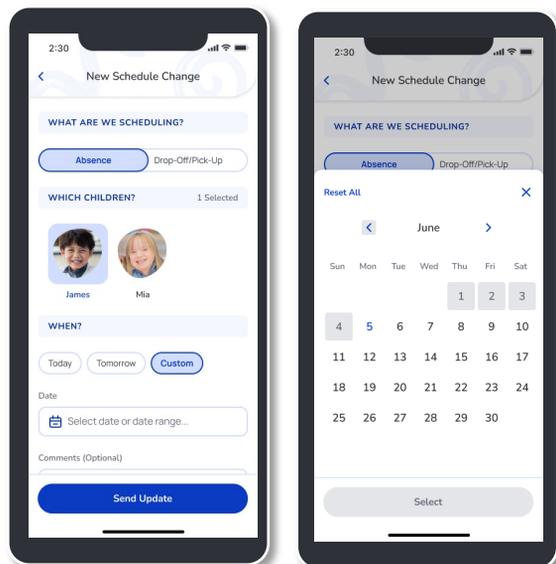
Quick Note: Today is selected by default. You will not be able to select today after 7 PM local time.



4

If you have selected **Custom**, an additional field will appear to select the date or date range.

Tap on the field to display the calendar for date selection.

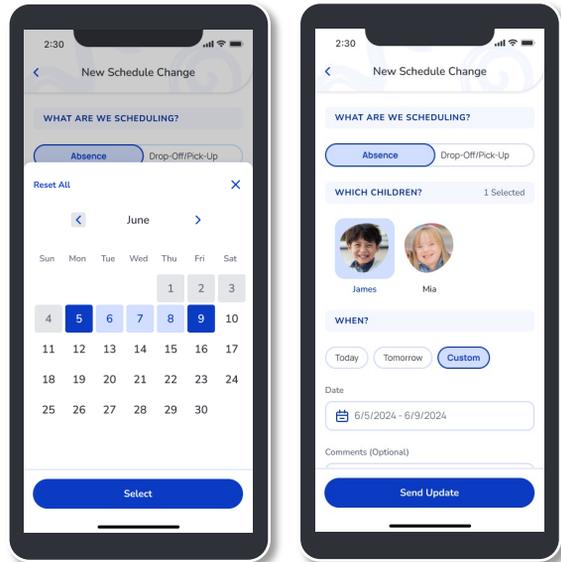


5

Tap on the dates for your schedule change.

Select an **individual date** or tap two dates for a schedule change for **multiple dates**.

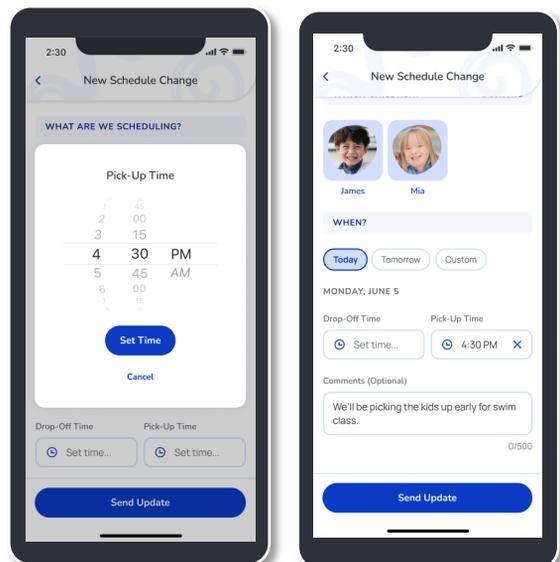
Then tap the **Select** button. Your selected dates populate in the Date field.



6

If you selected Drop-off or Pick-up change, you must also **select the new time** by tapping on the time selector field(s).

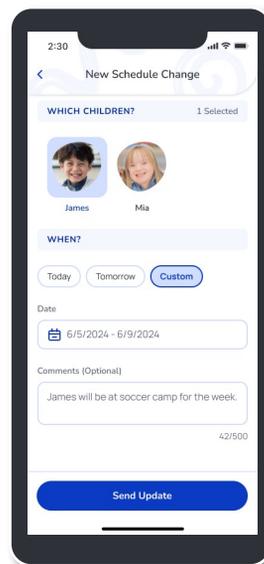
You can indicate a new Drop-Off and Pick-Up time for the same day on one schedule change, if needed.



7

Add any **comments** in the comment field. These are optional and not required.

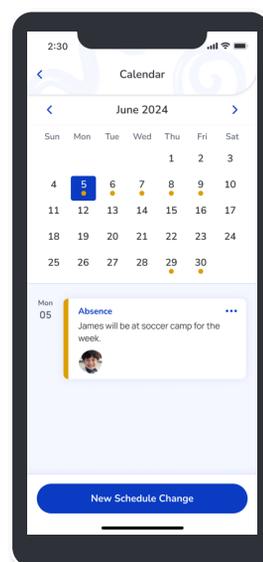
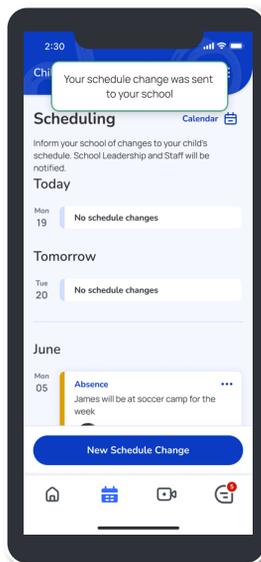
Click the **Send Update** button.



8

You will receive a **confirmation message** and your schedule change will be visible from the list and calendar view.

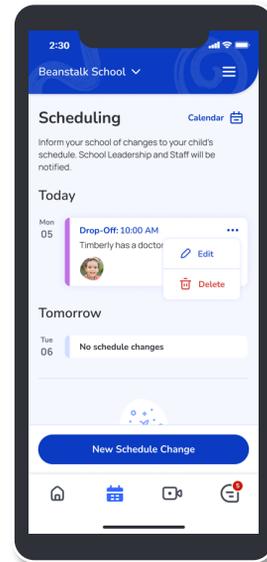
Teachers and School Leadership will be notified and be able to view schedule changes you have submitted.



Edit a schedule change.

1

Edit a schedule change by tapping on the three dots and selecting **Edit** from the menu.

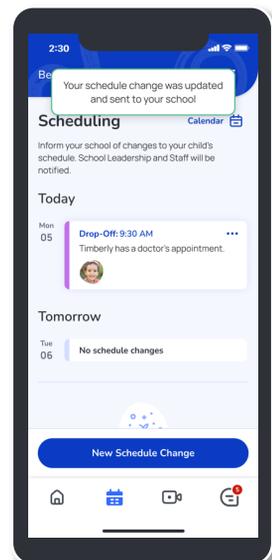
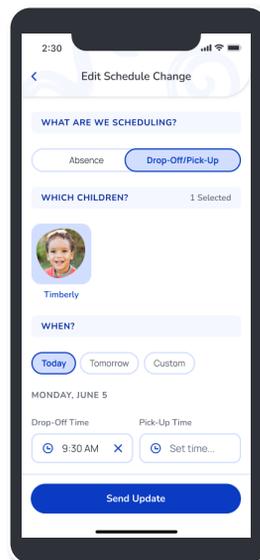


2

This will bring up the schedule change and allow you to make changes to it.

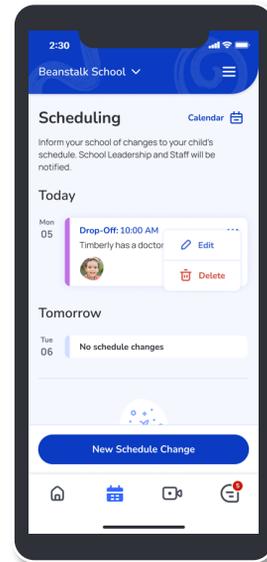
Once you have made your updates, tap the **Send Update** button.

You will receive a **confirmation message** and your school will be notified of the update.



Delete a schedule change.

- 1 Delete a schedule change by tapping on the three dots and selecting **Delete** from the menu.



- 2 You will receive a message confirming you want to delete the schedule change.

To delete it, tap on **Yes, Delete**.

If you decide you don't want to delete, tap **Cancel** and your schedule change will not be deleted.

Upon successful deletion, you will receive a **confirmation message** and your school will be notified.

