Quick Reference Guide

Audience: Families

Purpose: Learn how to **add drop-off and pick-up notes** for your child's teachers.

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Add and Edit Drop-Off/Pick-Up Notes

1 Tap the **notes icon (A)** button on the bottom of the screen to access the Drop-Off and Pick-Up Notes view.

a) **Tap the Add Note button at the right corner to add a new note.**

b) **Tap the Edit Note button to edit a saved note.**

Quick Note: Use this feature to inform your children's teacher of any new details on their day schedule, including late arrival, early pick-up, or needing to change clothes before pickup. Notes cannot be responded to.
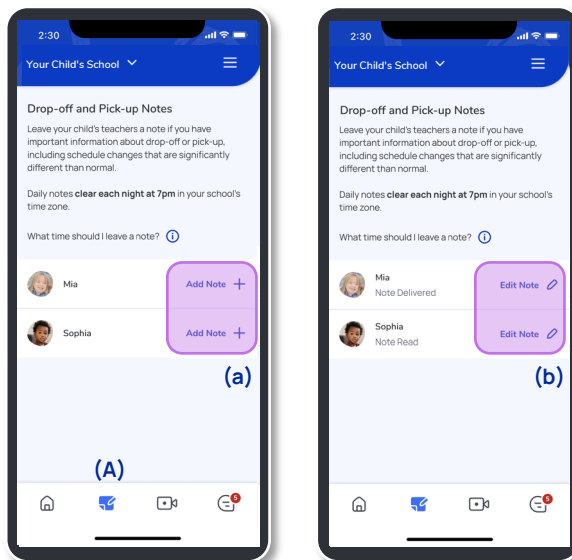
2 Tap the **information icon** ⓘ button to learn more about when it is recommended to leave drop-off and pick-up notes.

Quick Note: Drop-off notes should be posted at least 30 minutes prior to dropping your child at school. For pick-up notes, at least 2 hours in advance of the pick-up time.

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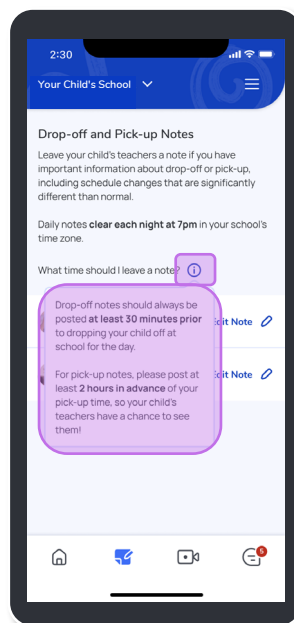
3 Tap '**Add Note'** to access the pick-up and drop-off note screen.

4 Enter the requested information in the corresponding text-entry fields to create a note:

a) **Add a Drop-Off/Pick-Up Note, as needed.**
b) **Select the option Different drop-off/pick -up time, as needed.**
c) **Select the Drop-Off/Pick-Up Time, as needed.**

Quick Note: Since there aren't any required fields, enter only the information needed to highlight a change from your child's typical day.

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5 Tap the **Send Note (A)** button at the bottom of the screen once you finish.

Quick Note: If you leave without saving, a pop-up alert appears:

a) Tap '**Discard Changes' (a)** to leave without saving.
b) Tap '**Cancel' (b)** and '**Send Note'** if you want to send it.
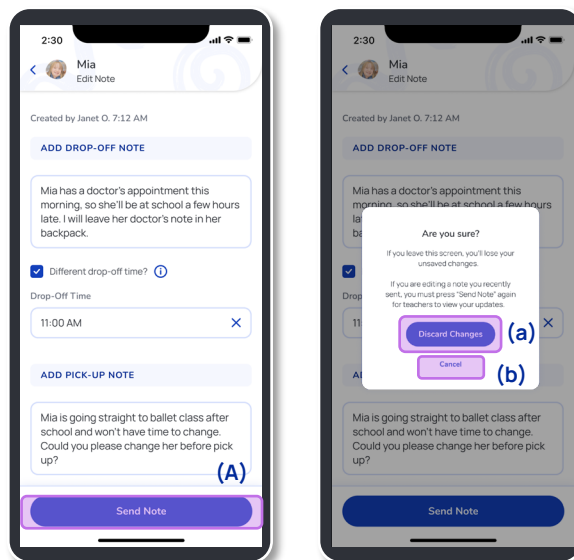
6 Once you send your note, a pop-up confirmation message notifies you that the note has been sent.

Quick note: Drop-off notes are one-sided, you will receive an update letting you know once the note has been read.

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