



SCHOOLPASS

ECS and LS Families,

Pulaski Academy is continuing our partnership with SchoolPass for Student Drop-Off and Pick-Up management.

- Everyone who drops off or picks up students will need to use the SchoolPass app from their phone. We are no longer using scan tags.
- If you installed the app last year, there is no setup needed!
- If you did not use the app previously, you will receive an Activation Email from SchoolPass on August 11.
- If Drivers you have previously added in the app do not have an email address listed, please delete and re-add their information including an email address.

ADD DROP OFF/PICK UP CONTACTS

Add Drivers/Contacts who are NOT parents of other Early Childhood or Lower School students.

- One parent in each household is flagged as “Primary Parent” in SchoolPass. The Primary needs to add all Contacts who are NOT other PA parents (eg: caregivers, grandparents, and Middle or Upper school siblings) into your family’s carpool group.
- Drivers will be sent an activation email immediately after being added - an email address is required when you add each Driver.

[How to Add Drivers/Pick-Up Contacts](#)



SCHOOLPASS

DROP OFF AND PICK UP PROCEDURES

Use the App to Drop Off (ECS only)

- All Drivers will open the app once on campus and click the Drop Off button. Select the students you are dropping off and follow the prompts.

Use the App to Pick Up

- All Drivers will open the app once on campus and click the Pick Up button. Select the students you are picking up and follow the prompts to add yourself to Carline or Pickup at the door.

How to Use Drop Off and Pick Up Options

Use the App to Send Your Child Home with Another PA Family

- Use the Carpool option if another PA ECS or LS family will be picking up your child.
- You can establish a recurring schedule or individual occurrence of drop off and pick up.

How to Move Student to Carpools

Notify School of Absences

Parents should use the SchoolPass App to report student absences and the reason for the absence. Use the + icon at the bottom of the App and select Absence.

How to Report Absences

Please contact diane.lafferty@pulaskiacademy.org with questions you have regarding the app.