



Moving to Another Carpool in SchoolPass

Must be completed by 2:45 pm for same day carpool changes.

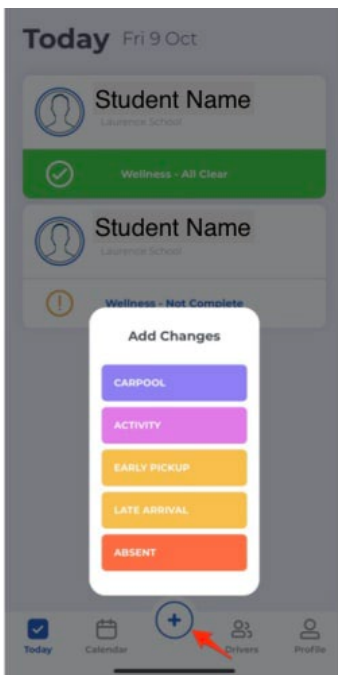
The dismissal defaults for all students will be set to their own family's carpool.

If your child is leaving with another Breakaway Academy™ student/parent, you will need to move your child over to another carpool by 2:45 pm.

Watch the [video](#) for step-by-step instructions or follow the steps below.

1. Tap on the “+” on the bottom navigation bar to access the Add Changes menu.

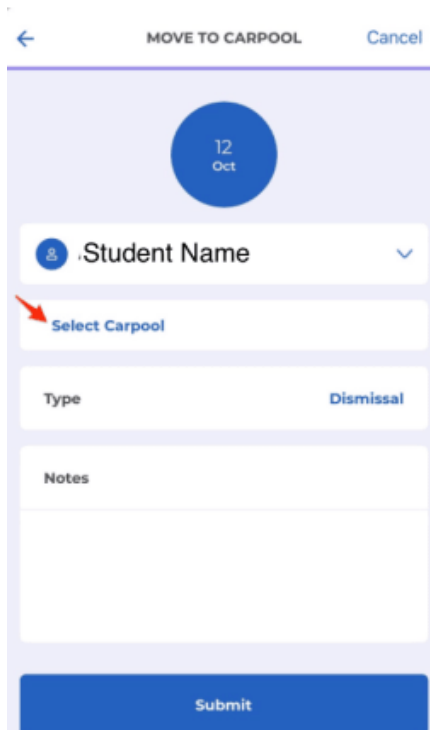
Tap on the **Carpool button**.



2. Select the **day(s) on the calendar** that your child(ren) will be arriving or leaving with another Breakaway Academy West family.
(Note: if this is an ongoing carpool, switch the view to *Recurring*)

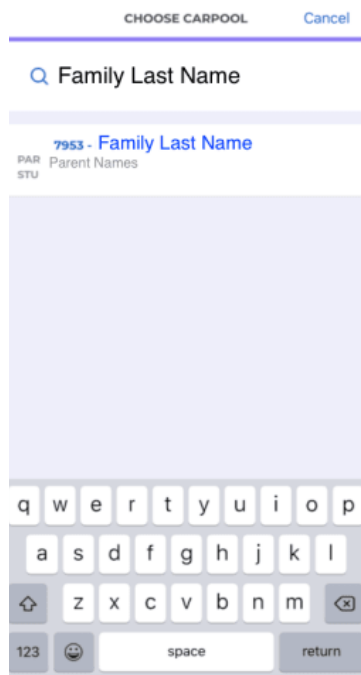
Tap on **Choose date**.

3. Tap **Select Carpool**



4. In the “Choose Carpool” menu, **type in the last name of the student or parent your child will be leaving with.**

Tap on the correct name to select the carpool.



5. Leave **Type** set to **Dismissal**.

12
Oct

Student Name

7953 .Family Last Name
PAR Parent Names
STU

Type Dismissal

Notes

Submit

6. If you have **one Breakaway Academy student**, type any additional notes and hit **Submit**.

7. If you have **more than one Breakaway Academy student**, tap on the “V” to view all students.

Select each student you are moving to this carpool (green arrow will appear).

Tap on **Choose Students**, then add any notes, and tap on **Submit**.