Moving to Another Carpool in SchoolPass

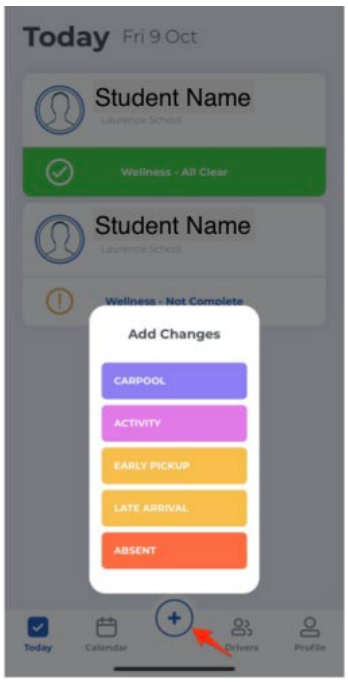
Must be completed by 2:45 pm for same day carpool changes.

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.

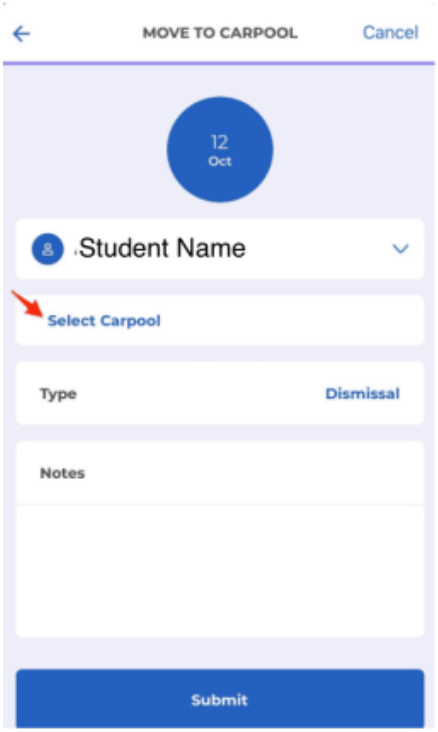
   Tap on the **Carpool button.**



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*)

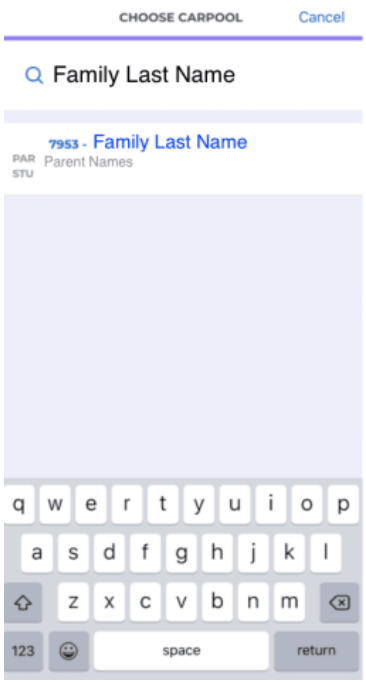
   Tap on **Choose date.**

3. Tap **Select Carpool**

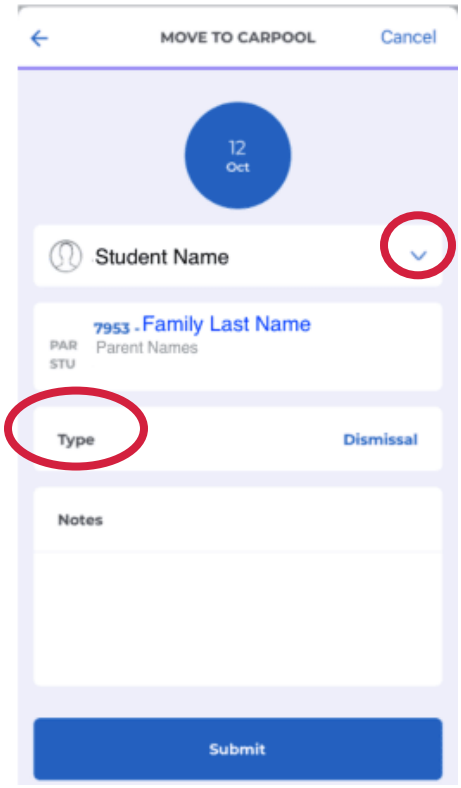


4. In the “Choose Carpool” menu, **type in the last name of the student or parent your child will be leaving with.**

Tap on the correct name to select the carpool.



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



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.**

For Technical Support, please contact Colton Witte at colton.witte@breakwayacademy.net.