

Directions for adding someone to you Authorized for Pickup

1. Log into your online account by visiting the [community education website](#) and clicking Register Now.
2. Scroll down to Authorized for Pickup and click Add an Authorized for Pickup Contact.
3. Fill out all fields with as much information as possible. Individuals listed here may also be contacted in case of an emergency if we are not able to connect with parents/guardians or Emergency Contacts. Click Create to save this information.

Authorized for Pickup

CONTACTS

+ ADD AN AUTHORIZED FOR PICKUP CONTACT

Add New Authorize Contact

AUTHORIZED FOR PICKUP

First Name 

Last Name

Primary Phone

[Select] 

Relationship

Email

List name(s) of student(s) this contact may pick up

CANCEL

CREATE