How to Add/Remove Days on Pick Your Days Contract

1) Select your Compass #xxxx account: Welcome to Your Account 9 Lori Donovan ldonovan@alexandria.k12.mn.us Alexandria Public Schools Community Educati... 🛗 Jan 30, 2017 Compass > Account #3 Compass Invoice #... Compass #2286 Ť > Children: Maggie Donovan and fakechild donovan 😁 Register Family Members

2) Select your student's contract:

Compass Account #2286	title			
Account Management	Current and Upcon	ning Contracts		
+ Register a New Contract	🕈 Maggie Donovan			
1 Register Drop-in Days	9 Carlos 2016-17	Pick Your Days PM-Pick Up by 5:30	Ende: Nov 16 2016	6
C Register Non-School Days		Pick Your Days AM: 6:30 AM Drop Off		
Amage Authorized Pickups	🛊 fakechild donovan			
	♀ Lincoln 2016-17	Mon-Wed PM-Pick Up by	Starts: Feb 6, 2017	>

3) Select Change Schedule:



4) Go to calendars under the correct drop-off/pick-up time and select days you want to add or remove

	F	ebr	uary	2017	7	
Su I	Мо	Tu	We	Th	Fr	Sa
	6	7		9	10	
	13	14	15	16	17	
		21	22	23	24	
	27	28				

5) Submit