

# St. Gregory Dismissal Procedure

Override Process

My account

User login

Username or e-mail: \*

Password: \*

Remember me

Log in

- [Create new account](#)
- [Request new password](#)

## Welcome

Welcome to Saint Gregory the Great Catholic school registration and pickup management site.

Go to the dismissal website:  
[saintgreg.colomsoft.com](http://saintgreg.colomsoft.com)  
If you have already registered, then login. If you need to register, create a user ID and password. You will need your Family ID, which was given to you in the School Information Packet and can also be found on your tuition statement.



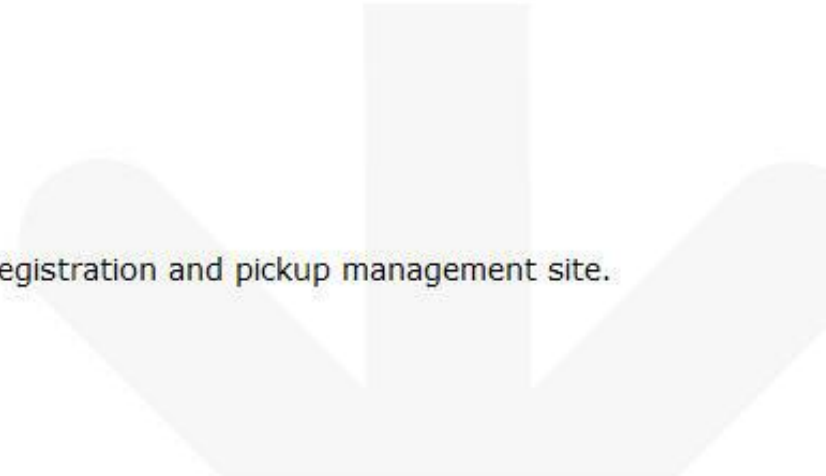
Pickup Override

My account

Log out

## Welcome

yeyarincon, welcome to Saint Gregory the Great Catholic school registration and pickup management site.



yeyarincon

Once you have registered and you login, you will see this welcome screen.

Pickup Override

My account

Log out

Create

Welcome

yeyarincon, welcome to Saint Gregory the Great Catholic school registration and pickup management site.



yeyarincon

Click on Pickup Override. A drop down menu will appear. Choose "Create".

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## Create Pickup Override

**Student:**

ALL 

Select the name of the student this override applies to or ALL for the whole family.

**Going home with - (Enter Last Name): \***

Enter last name and select the student.

### Override status for next dismissal.

Family	Student(s)	Picked Up By	- Family ID	From	To
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Save

Click the down arrow under "Student". Choose "ALL" if you are overriding all of your children...



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## Create Pickup Override

Student:

ALL  
ALL  
Rincon, Angela  
Rincon, Juan  
Rincon, Samuel

of the student this override applies to or ALL for the whole family.

with - (Enter Last Name): \*

Enter last name and select the student.

### Override status for next dismissal.

Family	Student(s)	Picked Up By	- Family ID	From	To
--------	------------	--------------	-------------	------	----

Save

...Or choose the individual child you wish to override.



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## Create Pickup Override

**Student:**

ALL

Select the name of the student this override applies to or ALL for the whole family.

**Going home with - (Enter Last Name): \***

martin

[Martin]Donovan-1A,Griffin-3C  
[Martinez]Alexander-6A,Sophia-2B  
[Martinez]Annelisse-5B,Isabel-4A,Natalia-PKB  
[Martinez]Antonio-7B,Gustavo-8C  
[Martinez]Guillermo-7C,Isabella-4B  
[Martinez]Katia-5C

In the “Going home with” field, begin typing the last name of the family. You will see a list of families appear.



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## Create Pickup Override

**Student:**

ALL

Select the name of the student this override applies to or ALL for the whole family.

**Going home with - (Enter Last Name): \***

martin

[Martin]Donovan-1A,Griffin-3C

[Martinez]Alexander-6A,Sophia-2B

[Martinez]Annelisse-5B,Isabel-4A,Natalia-PKB

[Martinez]Antonio-7B,Gustavo-8C

[Martinez]Guillermo-7C,Isabella-4B

[Martinez]Katia-5C

Select the correct family by clicking on the name.



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## Create Pickup Override

**Student:**

ALL

Select the name of the student this override applies to or ALL for the whole family.

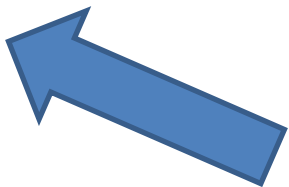
**Going home with - (Enter Last Name): \***

Martinez [nid:1602]

Enter last name and select the student.

### Override status for next dismissal.

Family	Student(s)	Picked Up By	- Family ID	From	To
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Then click "Save".



Pickup Override

My account

Log out

Home

## Rincon for Wed, 2011-08-31 through Wed, 2011-08-31

Pickup Override *Rincon for Wed, 2011-08-31 through Wed, 2011-08-31* has been created.

Submitted by **yeyarincon** on Wed, 2011-08-31 11:49

**Override status for next dismissal.**

Family	Student(s)	Picked Up By	- Family ID	From	To	
Rincon	ALL	Martinez	MAR0001	2011-08-31	2011-08-31	<b>Delete</b>



You will see the override information for the next dismissal. Please note the date.

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## Create Pickup Override

It is later than 14:00:00 at this point all overrides will apply for next day.  
If you need to change something in today's dismissal please contact the school office.

### Student:

Select the name of the student this override applies to or ALL for the whole family.

### Going home with - (Enter Last Name): \*

Enter last name and select the student.

### Override status for next dismissal.

Family	Student(s)	Picked Up By	- Family ID	From	To
--------	------------	--------------	-------------	------	----

The warning screen reminds you that overrides are only allowed up to 2:00 PM. If it is after 2:00 PM it applies for the next day.



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## Create Pickup Override

**Student:**

Rincon, Juan ▼

Select the name of the student this override applies to or ALL for the whole family.

**Going home with - (Enter Last Name): \***

aft|

[Aftercare]Aftercare-

**Override status for next dismissal.**

Family	Student(s)	Picked Up By	- Family ID	From	To
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Save

### Aftercare Override

If all of the children in a family are going to Aftercare, you do not need to create an override. If only certain children in your family are attending Aftercare, then choose Aftercare for each child who is attending.





Pickup Override

My account

Log out

Home

## Rincon for Wed, 2011-08-31 through Wed, 2011-08-31

Pickup Override *Rincon for Wed, 2011-08-31 through Wed, 2011-08-31* has been created.

Submitted by **yeyarincon** on Wed, 2011-08-31 18:41

**Override status for next dismissal.**

Family	Student(s)	Picked Up By	- Family ID	From	To	
Rincon	Rincon, Juan	Aftercare	AFT9999	2011-08-31	2011-08-31	<b>Delete</b>

The Aftercare Confirmation Screen will appear.

