

Parent Quick Reference Guide

URL: www.schooldismissalmanager.com

You will receive a Welcome Email from School Dismissal Manager (SDM) with your Username and Password at the bottom (*be sure you scroll all the way down*).

Default vs. Exception: a default dismissal is the way your child goes home most days and is considered the standard dismissal, every child must have only one default selected; an exception is a change to that default.

1. **To login...** (top right of homepage) using your Username and Password from the Welcome Email. You will be required to change your password immediately before proceeding.
2. **To set Default Dismissal...** look at the daily schedule to see if your child's default dismissal is set correctly. If set correctly, there is nothing further needed. If not, look at the top menu. If you see **Parent Preferences and Student Default** in the top Menu, you can click on it and change your child's default dismissal instruction within the settings. If you only see **Parent Preferences**, call the school office and they will make the change for you.
3. **To create an exception...** click on the day that you wish to create an exception. Next to the child you are creating an exception for, select the exception from the dropdown options and then click **Update Schedule**; a note may be required. **Note:** You may select an exception for each of your children before clicking on **Update Schedule**.
4. **To Cancel an exception...** click on the day you are cancelling an exception. Out to the right of each exception is a **Cancel Exception** link. Click the link for each exception you wish to cancel and then click **Done** in the bottom right.
5. **To Create a Recurring Exception...** (example: one that occurs every Monday and Wednesday for six weeks), click on **Recurring Dismissals** in the top menu. Select the student's name and then select the dismissal instruction from the dropdown options. Next, select which days of the week the dismissal instruction will occur (you may select up to three days). Last, set a date range and click **Schedule Recurring Dismissal Instruction**. **Note:** You can only create recurring dismissals for one child at a time.
6. **To Cancel Recurring Exceptions...** click on **Recurring Dismissals** in the menu and select the student's name. Then click on **Click Here to Delete All Existing Recurring Dismissal Instructions and Reset to Default Value for this Student**. **Note:** This will cancel ALL recurring dismissals that have been set for this student. To cancel a single day within a Recurring set, refer to #4.

Remember to reference the **Frequently Asked Questions** (FAQs) link next to the login area for quick answers to your questions. You may also click on **Help** in the top menu to send an email directly to the school office staff.