

Parent Quick Reference Guide



URL: <https://www.schooldismissalmanager.com/>

You will receive a Welcome Email from School Dismissal Manager (SDM). If you are new to SDM, it will show your Username and a Temporary Password at the **top**. Your first login can be done from a desktop/laptop, from the mobile website, or from the app.

Follow these first three steps to get started using SDM:

1. **Understand a Default vs. an Exception...** a *default* dismissal is the way your student goes home most days and is considered the standard dismissal (a single default can be assigned for everyday of the week or a different one for each day of the week depending on needs); an *exception* is a temporary (single day) change to that default while a *recurring exception* is another type of temporary change that repeats over a set period of time.
2. **To login...** click on the URL listed above or enter it in the browser of choice and you will find the login area at the top center of your screen.
 - a. **If you are new to SDM...** use your Username and Password from the Welcome Email, you will be required to change your password immediately before proceeding.
 - b. **If you are a returning user and your email address has not changed...** you may continue using the same username and password that you have used in the past.
 - c. **If you have forgotten your password...** use the Forgot Password link next to the login area to reset it.
3. **To set Default Dismissal...** Click the **Set/View Default** button above the two-week calendar on your dashboard. Then click the **Update Default Dismissal** button to set your student's main default, once the main default is set, you can further update the default by individual day of the week by clicking on the **Update Weekday Default Dismissals** button. These need to be set for each student in your family.

***Note:** Some schools do not allow parents to set the default dismissal, in which case the **Set/View Default** button will not be on your Dashboard and you will need to contact the school office to request Default changes.

Below, are additional steps to take as needed when they occur:

4. **To create a single-day exception...** in your two-week calendar, click on the day that you wish to create an exception (for future dates click the **Future Dates** button at left below the calendar). Next to the student you are creating an exception for, select the exception from the dropdown options and then click **Update Schedule**; you may be required to provide details. ***Note:** You may select an exception for each of your students before clicking on **Update Schedule** to create the exception(s).
5. **To Cancel an exception...** click on the day you are cancelling an exception. Out to the right of each exception is a **Cancel Exception** button. Click the button for each exception you wish to cancel and then click **Done** in the bottom right.
6. **To Create a Recurring Exception...** (**Example:** one that occurs every 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 (3) days. Last, set a date range and click **Schedule Recurring Dismissal Instruction**. ***Note:** You can only create recurring dismissals for one student at a time.
7. **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). Alternatively, if you have created several sets of recurring exceptions, you can click **Remove Dismissals by Set** to cancel a single set rather than cancelling ALL. To cancel a single day within a Recurring set, refer to #5.

IMPORTANT: Remember to reference the **Frequently Asked Questions** (Parent FAQ) link next to the login area for quick answers to your questions or **Get Started** in your top menu for on-screen details. You may also click on **Help** in the top menu to send an email directly to the school office staff.