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 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 child 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 or recurring) change to that default.

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 right 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…** look at the two-week calendar to see if your child's default dismissal is set correctly. If set correctly, there is nothing further needed. If not, look at your top menu and choose **one** of the following based on what you see:
   a. If you see ***Parent Preferences and Student Defaults*** as an option in the top menu… click on it and change your child's default dismissal instruction within the settings. If you need to set a different default for each day of the week, click on the link below the *Default Dismissal Note* field and then click ***Edit*** next to each day of the week to set.
   b. If you only see ***Parent Preferences*** as an option in the top menu… while keeping in mind your school's policies, call or email the school office to request a default change.

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 Date button at left below the calendar). 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*** 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 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.

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. 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.