

# Understanding School Dismissal Manager



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 MUST be from a desktop or laptop and not from a mobile device.**

**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 assigned); an *exception* is a temporary (single-day or recurring) change to that default.

- 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.
  - 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.
  - 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.
  - If you have forgotten your password, use the Forgot Password link next to the login area to reset it.
- 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:
  - 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 only see **Parent Preferences** as an option in the top menu, call the school office and they will make the change for you.
- 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 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.
- 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.
- 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.

**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.



# PARENT GUIDE

2018-2019



1.

2. Horizon Public School

- 3. [
- 4. Home
- 5. Parent Preferences and Student Default
- 6. Recurring Dismissal Instructions
- 7. Help
- 8. Get Started
- 9. Logout

10. English | Español

11. Send Confirmation Emails  
Yes  No

### Terri Carver – Dismissal Calendar

Click on a calendar day to set dismissal exception(s) for that day  
Changes for Today's Dismissal Allowed Until: 2:30:00 PM 12.

14. Monday 8

Exception
Abbigail Chess Club
Default
Charlotte Bus 9
Gabriel Bus 9
Joshua Bus 9

15. Tuesday 9

Default
Abbigail Car Line
Charlotte Bus 9
Gabriel Bus 9
Joshua Bus 9

16. Wednesday 10

Exception
Joshua Soccer
Default
Abbigail Car Line
Charlotte Bus 9
Gabriel Bus 9

19. Early Release Day  
Thursday 11

Exception
Abbigail Chess Club
Charlotte Soccer
Default
Gabriel Bus 9
Joshua Bus 9

17. Friday 12

School Holiday  
No School

Monday 15

Exception
Abbigail Chess Club
Default
Charlotte Bus 9
Gabriel Bus 9
Joshua Bus 9

Tuesday 16

Exception
Abbigail Chess Club
Charlotte Soccer
Default
Gabriel Bus 9
Joshua Bus 9

18. Wednesday 17

Exception
Joshua Soccer
Default
Abbigail Car Line
Charlotte Bus 9
Gabriel Bus 9

Thursday 18

Exception
Abbigail Chess Club
Charlotte Soccer
Default
Gabriel Bus 9
Joshua Bus 9

Friday 19

Exception
Gabriel Day Care Van 10
Joshua Soccer
Default
Abbigail Car Line
Charlotte Bus 9

- 20. Set Dismissal Instructions for a Future Date
- Dismissal Report For Abbigail
- Dismissal Report For Charlotte
- Dismissal Report For Gabriel
- Dismissal Report For Joshua

21.

1. This is your home screen when you login, also known as the “parent calendar”
2. The name of your child's school will always appear in the top right corner. If you have multiple children in different schools where both schools use SDM, both schools' names will appear here.
3. This is your Top Menu bar.
4. Home is the main screen with the two-week calendar view on it.
5. Parent Preferences and Student Default is where you can set some personal preferences as well as your child's default dismissal. Be aware that some school's may choose not to give parents access to change the default dismissal and if this is the case, you will not see a Student Default section and you will need to call the school's office to make any changes.
6. Recurring Dismissal Instructions is where you can set up a dismissal exceptions that occurs each week on the same day(s). After school activities such as sports and clubs are frequently set up as recurring dismissal exceptions.
7. Help provides you with a way to contact the front office at the school directly. The school has already set up the email addresses that the help request will go to so that you don't have to remember specific addresses.
8. Get Started takes you to a quick start guide and detailed instructions for using SDM.
9. Log out of SDM by clicking on Logout.
10. You can toggle back and forth between English and Spanish as desired.
11. You can opt out of receiving any confirmation emails or notifications by changing this radial button to “No”. We do not recommend opting out as the emails serve as a double check for your actions.
12. This is your cut-off time for “Today”, once you have passed your cut-off time, you will no longer be able to create exceptions for the current day. Follow your school's instructions for what you should do in case of an emergency.
13. Your two-week calendar that always has the current week on top and next week on the bottom. It is a rolling calendar and will roll the next week in place over the weekend.
14. Days that are washed out on the calendar are passed the cut-off time and you can no longer make changes for them.
15. Days with a grey background mean that all students in the family are to go home via their default that day and no one has an exception set up.
16. Days with a green background mean that at least one student in the family has an exception set up for that day.
17. Days with a blue background are Holidays or Non-Student Attendance (such as Teacher workdays) and they do not give you any access to create an exception for that day.
18. Days with a yellow background mean that your mouse is hovering over that day and suggests it is a day you are about to select.
19. Early Release Days have a red notation and on these days your cut-off time will be earlier in the day.
20. If the day you want to create and exception for falls outside of the two-week calendar, you can click this button to choose any school day during the year.
21. There is an exception report listed here for each student in the family. The report lists all exceptions that have been created for the student over the course of the entire school year. Days that the student was scheduled to go home via their default are not included.

## 5. Parent Preferences and Student Default

### Change Password and Preferences

**a.** First Name: Terri

Last Name: Carver

**b.** Password: ●●●●●●●●

**c.** Email: terri@horizonmarketing.com

**d.** Mobile Number: 1234567890

Cell Phone Carrier: Verizon Wireless/Straight Talk

Text Opt In:  Opt-in to receive Txt Messages (carrier charges may apply)

**e.** Opt out of confirmation emails:

**f.** Language Preference: English

### Student Default Dismissal Instructions

Abbigail Carver **g.** Car Line

Default Dismissal Note: **h.** Mom - Terri Carver

Charlotte Carver **i.** Bus 9

Default Dismissal Note: **j.**

**k.** UPDATE INFORMATION

- a. First Name and Last Name – can be edited if needs to be changed or incorrect.
- b. Password – can be edited and changed as needed, simply highlight what is there and type your preferred password over it.
- c. Your email address is your unique identifier and is your Username for logging in.
- d. Enter you cell phone number, carrier, and check the box to opt in if you would like to receive text messages.
- e. Check this box if you would like to STOP receiving notifications in your email.
- f. Set your language preference permanently to English or Spanish.
- g. Select the default for the student listed to the left of this field.
- h. Add any notes you would like the teacher and front office to see regarding the default you are setting for this child.
- i. For another student, repeat what you did for g.
- j. Repeat what you did for h.
- k. Click **Update Information** to save your changes.

**NOTE:** If any of the fields you see to the left are missing in your view, they have been removed by your school administrators. Please contact the school office if you have any questions.

## 6. Recurring Dismissal Instructions

### Recurring Dismissal Instructions

Use this screen as a shortcut to set up special dismissal instructions for an ongoing dismissal exception event such as a team practice or after-school class.

PLEASE NOTE: Do not use this screen to set up everyday dismissals. If your child's regular transportation is not correct, go to the Preferences screen and set the default dismissal for the student.

**a.** Select a Student:

**b.** Choose Dismissal Instruction

Frequency: Ctrl+Click to Choose up to 3 weekdays.  
  
Every Tuesday  
Every Wednesday  
Every Thursday  
Every Friday

**d.** Start Date:  A value is required. (YYYY-MM-DD)

**e.** End Date:  (YYYY-MM-DD)

**g.**

**f.**

**h.**

- Select the name of the student you are creating a recurring exception for.
- Choose the recurring dismissal from the drop down list.
- Select the day of the week that your recurring dismissal will occur. You may select more than one day by holding the Ctrl\* key down as you click on the days (up to 3)

*\*If you are on a Mac, hold down the Command key*

- Select the date on which the recurring dismissal will start.
- Select the date on which the recurring dismissal will end.
- Click the blue button to save the recurring dismissal instructions for this student
- Click this grey button to delete ALL existing recurring instructions for this student. The student will be automatically reset to their default.
- To return to your two-week calendar and home page, click the orange button.

## 7. Help

Send Email To Horizon Public School

**a.**

**b.** [ From: Terri Carver  
Email: terri@horizonmarketing.com

**c.** Subject:

**d.** Your Message:

**e.**

**f.**

**g.** Have a question? Check out our [Parent Guide](#).

- a.** Your school name will appear here.
- b.** Your name and email address will appear here.
- c.** Enter a subject for your email.
- d.** Enter your questions or message for the front office at the school.
- e.** Click the blue Send Email button to send your email to the front office.
- f.** Click the orange button to go back to your calendar.
- g.** Click on Parent Guide to view detailed instructions on how to use School Dismissal Manager.

## 15. Single-Day Exceptions / 20. Future Dated Exceptions

Dismissal Instructions for Tuesday 4/9/2019 ← a.  
 Changes for Today's Dismissal Allowed Until: 2:30:00 PM ← b.

**c.**

Student Name:	Scheduled Exceptions	Dismissal Options
No scheduled exceptions for this day		

**d.**

Student Name	Default Dismissal Instructions	Dismissal Options
Charlotte Carver	Bus 9	<b>e.</b> Choose Dismissal Instruction <input type="text"/>
Gabriel Carver	Bus 9	Choose Dismissal Instruction <input type="text"/>
Joshua Carver	Bus 9	Choose Dismissal Instruction <input type="text"/>
Abbigail Carver	Car Line	Choose Dismissal Instruction <input type="text"/>

**f.** ADD LATE ARRIVAL

**g.** UPDATE SCHEDULE CHANGES

**h.** BACK TO CALENDAR

**Required: Reason for Late Arrival**

- a.** The date for which you are creating an exception.
- b.** Your cut-off time if you are creating an exception for the current day, if you choose any other day this line will not be present.
- c.** If any exceptions are scheduled, they will appear in this section.
- d.** If students are set to go home via their default, they will appear in this section.
- e.** Select the dismissal option for this student from the drop down options, additional details may be required.
- f.** If your school allows reporting of late arrivals through SDM, report the late arrival by clicking the blue Add Late Arrival button, you will be prompted to provide a reason (follow arrow).
- g.** Click on **Update Schedule Changes** to save the exception you've created.
- h.** Click back to calendar to return to your two-week calendar view.