



# Parent Guide for Creating Dismissal Exceptions

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2016-2017 School Year

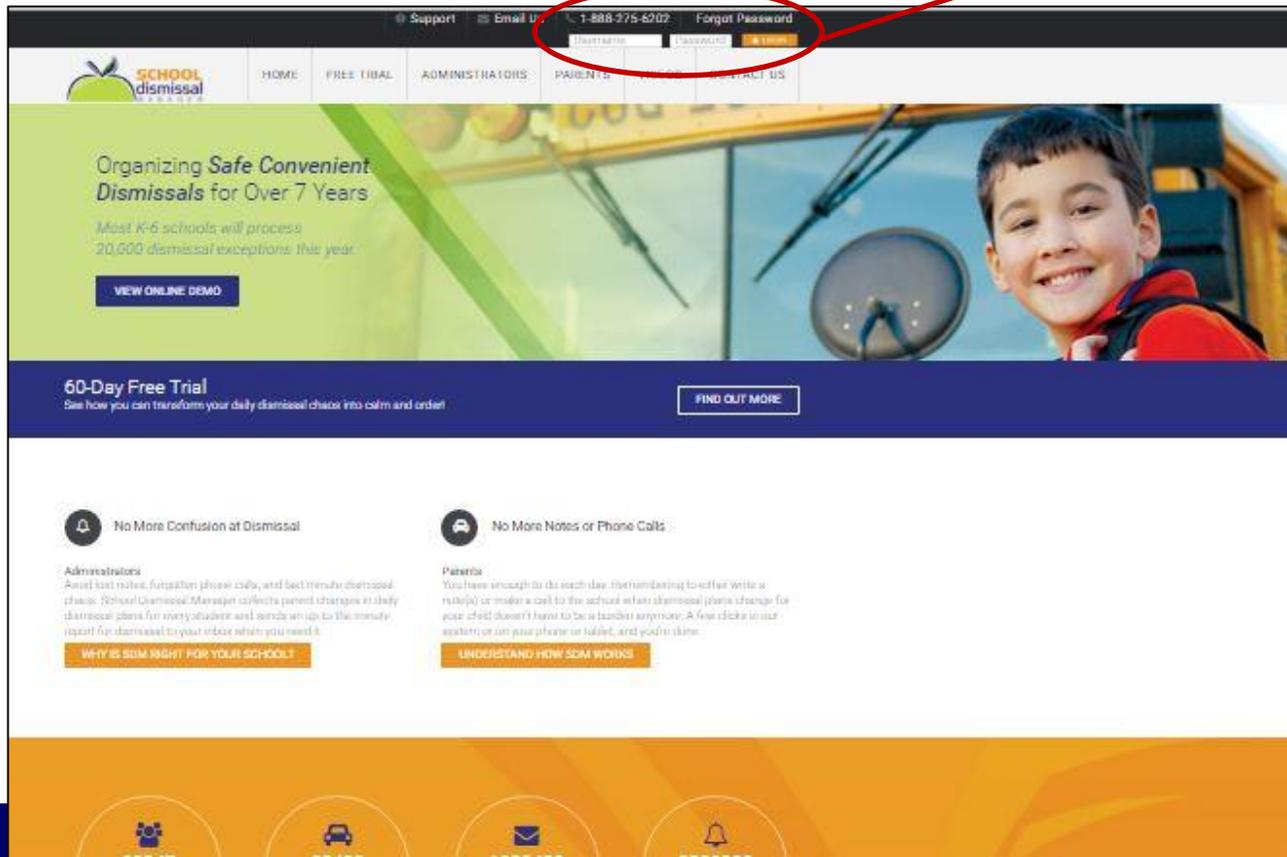
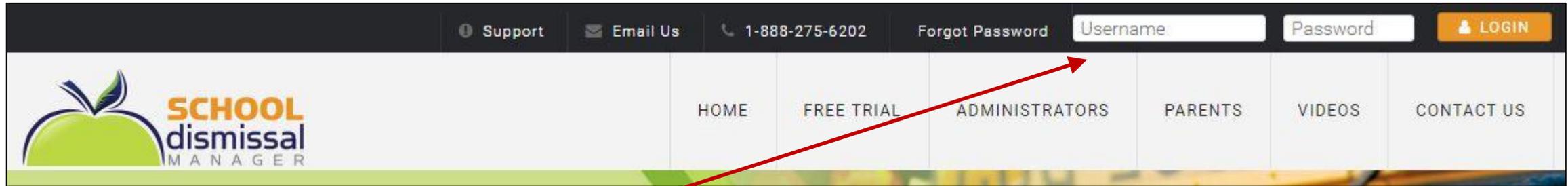
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The screenshot displays the School Dismissal Manager website. At the top right, there are links for Support, Email Us, 1-888-275-6202, and Forgot Password. The main navigation bar includes Home, Free Trial, Administrators, Parents, Videos, and Contact Us. The hero section features a large image of a smiling child on a school bus with the text: "Organizing Safe Convenient Dismissals for Over 7 Years. Most K-6 schools will process 20,000 dismissal exceptions this year." Below this is a "VIEW ONLINE DEMO" button. A "60-Day Free Trial" section follows, with a "FIND OUT MORE" button. Two benefit boxes are shown: "No More Confusion at Dismissal" for administrators and "No More Notes or Phone Calls" for parents. A statistics section displays four circular icons: 29947 Dismissal Requests, 20499 Car Line Items, 1239482 Communication Events Sent, and 3322000 Parents Communicated. Below this is an "Ask us about Fast Lane" section with a "FIND OUT MORE" button. Testimonials are provided under "What Schools are Saying" and "It's not too late - Get Started Today!". The footer contains contact information: Email us, 1-888-275-6202, and View Online Demo. It also includes a "SCHOOL dismissal MANAGER" logo, a "Marketing Cloud, Inc. Terms of Use" link, and navigation links for Home, Administrators, Parents, Contact, and Admin Login.

# Getting Familiar



## PARENT LOGIN AREA

- Username will always be an email address
- The temporary password issued by SDM is good for your first login
- Upon your first login you will be prompted to change it to a personal password before proceeding further

# Getting Familiar



Horizon Public School

SCHOOL dismissal MANAGER

Welcome Terri Carver

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5. English | [Español](#)

Terri Carver - Dismissal Calendar

School Cutoff Time: 2:15:00 PM 2.

Click on a calendar day to set dismissal exception(s) for that day, or 3.

Monday 6/20/2016	Tuesday 6/21/2016	Wednesday 6/22/2016	Thursday 6/23/2016	Friday 6/24/2016
<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3				
Monday 6/27/2016	Tuesday 6/28/2016	Wednesday 6/29/2016	Thursday 6/30/2016	Friday 7/1/2016
<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3				

4.

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1. Navigation/Menu Bar

1. School Cutoff Time for creating a Dismissal Exception

1. Pick a future Date option

1. 2-week Calendar view

1. Easily switch from English to Spanish

# Creating A Dismissal Exception



A **Dismissal Exception** is defined as *a change to your child's normal dismissal routine.*

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Terri Carver - Dismissal Calendar

School Cutoff Time: 2:15:00 PM

Click on a calendar day to set dismissal exception(s) for that day, or Pick a Future Date

Monday 6/20/2016	Tuesday 6/21/2016	Wednesday 6/22/2016	Thursday 6/23/2016
Defaults Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3			

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Current Schedule for Tuesday 6/21/2016  
School Cutoff Time: 2:15:00 PM

**Scheduled Exceptions:** Dismissal Instructions  
No scheduled exceptions for this day

Dismissal Instructions	Default Dismissal Instructions	
Joshua Carver	Bus 3	Choose Dismissal Instruction ▼
Abbigail Carver	Bus 3	Choose Dismissal Instruction ▼
Gabriel Carver	Bus 3	Choose Dismissal Instruction ▼

Update Schedule

Done

To create a dismissal exception that occurs only one time for your child(ren), look at the calendar view and click on the day that you are creating the exception for (alternatively, if it is for a future date beyond the two week view, click in the **Pick a Future Date** window for additional options).

# Creating A Dismissal Exception



- Click the dismissal exception dropdown next to the child whose dismissal is changing
- If more than one child's dismissal is changing, click the dropdown for each child and select the appropriate exception.
- Once you have finished selecting the dismissal exception(s), click on **Update Schedule**
- If all looks correct, click **Done** to exit the window
- If not correct, simply click the dropdown again to edit and then click **Update Schedule** again, followed by clicking **Done** to exit the window.

**Current Schedule for Tuesday 6/21/2016**  
**School Cutoff Time: 2:15:00 PM**

Scheduled Exceptions:	Dismissal Instructions	
No scheduled exceptions for this day		
Dismissal Instructions	Default Dismissal Instructions	
Joshua Carver	Bus 3	Choose Dismissal Instruction ▼
Abbigail Carver	Bus 3	Choose Dismissal Instruction ▼
Gabriel Carver	Bus 3	Choose Dismissal Instruction ▼

[Update Schedule](#)

[Done](#)

# Creating A Dismissal Exception



## You can report your child absent via SDM

- Select **Absent** from the dropdown for the child who will be absent
- Type in the reason for the absence (e.g., sick, doctor's appointment, etc.)

**Current Schedule for Tuesday 6/21/2016**  
School Cutoff Time: 2:15:00 PM

**Scheduled Exceptions:** Dismissal Instructions  
No scheduled exceptions for this day

Dismissal Instructions	Default Dismissal Instructions	
Joshua Carver	Bus 3	Absent
Reason for Absence (required) Sick		
Abigail Carver	Bus 3	Choose Dismissal Instruction
Gabriel Carver	Bus 3	Choose Dismissal Instruction

[Update Schedule](#)

[Done](#)

**Current Schedule for Tuesday 6/21/2016**  
School Cutoff Time: 2:15:00 PM

**Scheduled Exceptions:** Dismissal Instructions  
No scheduled exceptions for this day

Dismissal Instructions	Default Dismissal Instructions	
Joshua Carver	Bus 3	Early Dismissal
Provide Time and Reason (required) 2:00pm - Dentist Appt		
Abigail Carver	Bus 3	Choose Dismissal Instruction
Gabriel Carver	Bus 3	Choose Dismissal Instruction

[Update Schedule](#)

[Done](#)

## You can set your child up for early dismissal via SDM

- Select **Early Dismissal** from the dropdown for the child who will be leaving school early
- Type in the time and reason for the early dismissal (e.g., dentist appointment, family emergency, etc.)

# Creating A Dismissal Exception



**Current Schedule for Tuesday 6/21/2016**  
School Cutoff Time: 2:15:00 PM

Scheduled Exceptions: Dismissal Instructions  
No scheduled exceptions for this day

Dismissal Instructions	Default Dismissal Instructions	
Joshua Carver	Bus 3	Car Line

Additional fields are required for FastLane:

Search by Parent Last Name (in school):  
Going Home With:

Or, Enter Guardian Name (outside school):  
  
Assign Guardian

Abigail Carver	Bus 3	Choose Dismissal Instruction
Gabriel Carver	Bus 3	Choose Dismissal Instruction

Update Schedule

Done

**Current Schedule for Tuesday 6/21/2016**  
School Cutoff Time: 2:15:00 PM

Scheduled Exceptions: Dismissal Instructions  
No scheduled exceptions for this day

Dismissal Instructions	Default Dismissal Instructions	
Joshua Carver	Bus 3	Car Line

Additional fields are required for FastLane:

Search by Parent Last Name (in school):  
Going Home With:

Or, Enter Guardian Name (outside school):  
Grandfather - Austin Jackson  
Assign Guardian

Abigail Carver	Bus 3	Choose Dismissal Instruction
Gabriel Carver	Bus 3	Choose Dismissal Instruction

Update Schedule

Done

**B. Type the name in manually**

## You can have someone else pick up your child

- Select **Car Line** from the dropdown for the child who is to be picked up by someone else
- **Option A** - If the child is going home with someone listed in the system, type the first letter of the last name and then select the parent or guardian the child will go home with
- **Option B** – If the child is going home with someone not listed in the system, type their name in manually and then click **Assign Guardian**

**Current Schedule for Tuesday 6/21/2016**  
School Cutoff Time: 2:15:00 PM

Scheduled Exceptions: Dismissal Instructions  
No scheduled exceptions for this day

Dismissal Instructions	Default Dismissal Instructions	
Joshua Carver	Bus 3	Car Line

Additional fields are required for FastLane:

Search by Parent Last Name (in school):  
Going Home With:

**A.**

Select a parent

- [Edward Basanese \(Kate\)](#)
- [Jennifer Basanese \(Kate\)](#)
- [Any Parent of Kate Basanese \(Jennifer - Edward\)](#)
- [Any Parent of Andrew Basler \(Karen - Jeffrey\)](#)
- [Jeffrey Basler \(Andrew\)](#)
- [Karen Basler \(Andrew\)](#)
- [Kelly Bocuzzo \(Sandino\)](#)
- [Any Parent of Sandino Bocuzzo \(Kelly - Sandy\)](#)
- [Sandy Bocuzzo \(Sandino\)](#)
- [Any Parent of Erin Bohrer \(Sarah - Mark\)](#)
- [Mark Bohrer \(Erin\)](#)
- [Sarah Bohrer \(Erin\)](#)
- [Any Parent of Carolina Bonita \(Melly - Jonathan\)](#)
- [Jonathan Bonita \(Carolina\)](#)
- [Melly Bonita \(Carolina\)](#)
- [Any Parent of Alexander Booth \(Lena - Darin R.\)](#)
- [Darin R. Booth \(Alexander\)](#)
- [Lena Booth \(Alexander\)](#)
- [Beverly Brokaw \(Jake\)](#)
- [Any Parent of Jake Brokaw \(Beverly - JB\)](#)
- [JB Brokaw \(Jake\)](#)
- [Jackie Brown \(Luke\)](#)
- [Any Parent of Luke Brown \(Jackie - Matthew\)](#)

**You may select an individual parent by clicking on their name in the list or any parent of a particular child by clicking on **Any Parent...****

*\*Assumes prior arrangements have been made with that parent.*

# Creating A Dismissal Exception



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Terri Carver - Dismissal Calendar

School Cutoff Time: 2:15:00 PM

Click on a calendar day to set dismissal exception(s) for that day ,or

Monday 6/20/2016	Tuesday 6/21/2016	Wednesday 6/22/2016	Thursday 6/23/2016	Friday 6/24/2016
<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Exceptions</b> Abbigail Car Line Gabriel Car Line Joshua Car Line	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3
Monday 6/27/2016	Tuesday 6/28/2016	Wednesday 6/29/2016	Thursday 6/30/2016	Friday 7/1/2016
<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3

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After the dismissal exception is created and you have clicked **Update Schedule** followed by **Done**, you will be taken back to the home screen (calendar view) where the date for which you created the dismissal exception(s) will now be highlighted in green and showing the exception(s).

# Creating A Dismissal Exception



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## Terri Carver - Dismissal Calendar

School Cutoff Time: 2:15:00 PM

Click on a calendar day to set dismissal exception(s) for that day ,or

Monday 6/20/2016	Tuesday 6/21/2016	Wednesday 6/22/2016	Thursday 6/23/2016	Friday 6/24/2016
<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Exceptions</b> Abbigail Car Line Gabriel Car Line Joshua Car Line	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3
Monday 6/27/2016	Tuesday 6/28/2016	Wednesday 6/29/2016	Thursday 6/30/2016	Friday 7/1/2016
<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3

June 2016

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

When creating a dismissal exception for a future date by clicking on **Pick a Future Date**, a small calendar will pop up for you to select the month and day for which you want to schedule the exception.

# Canceling a Dismissal Exception



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Terri Carver - Dismissal Calendar

School Cutoff Time: 2:15:00 PM

Click on a calendar day to set dismissal exception(s) for that day ,or Pick a Future Date

Monday 6/20/2016	Tuesday 6/21/2016	Wednesday 6/22/2016	Thursday 6/23/2016
<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Exceptions</b> Abbigail Car Line Gabriel Car Line Joshua Car Line	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3

Monday 6/27/2016 Tuesday 6/28/2016 Wednesday 6/29/2016 Thursday 6/30/2016

Monday 6/27/2016	Tuesday 6/28/2016	Wednesday 6/29/2016	Thursday 6/30/2016
<b>Defaults</b> Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3			

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**Current Schedule for Tuesday 6/21/2016**  
School Cutoff Time: 2:15:00 PM

Scheduled Exceptions:	Dismissal Instructions	
Joshua Carver	Car Line	<a href="#">Cancel Exception</a>
Abbigail Carver	Car Line	<a href="#">Cancel Exception</a>
Gabriel Carver	Car Line	<a href="#">Cancel Exception</a>

[Done](#)

To cancel a dismissal exception that you created, simply click on the date of the exception in the calendar view and in the pop-up window cancel exceptions as needed by clicking on **Cancel Exception**, followed by clicking on **Done**. This will return your child to their normal dismissal routine or default.

Mon 6/20/2016 3:38 PM

School Dismissal Manager

Dismissal Instruction Set for Joshua Carver - 6/21/2016

To Terri Carver

Student: Joshua Carver updated by School Admin, 6/20/2016 3:28:26 PM

**Cancel:** Exception updated for Tuesday, 6/21/2016 - Car Line

This email is sent to you as a security feature of School Dismissal Manager. If you suspect that this dismissal exception is in any way suspicious, please change your account passwords and/or contact your school office. If you no longer wish to receive these confirmation emails, please click [here](#).

❖ Note that each parent listed for the child will receive an email confirmation confirming the cancellation of the exception.

# Recurring Dismissals Instructions



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Recurring dismissals are dismissals that occur at regular intervals over a period of time, such as afterschool programs or sports that may run for 6 weeks or a “season”, two or three afternoons a week.

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### 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.

Select a Student:

- Select
- Select
- Carver, Abbigail
- Carver, Gabriel
- Carver, Joshua

Begin by clicking on **Recurring Dismissal Instructions** in the menu bar, then select the child from the dropdown options for whom you wish to create the recurring dismissal instruction.

# Recurring Dismissal Instructions



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### Recurring Dismissal Instructions

Use this screen as a shortcut to set up special dismissal instructions for an

Select a Student:  
Carver, Gabriel

[Reset Existing Recurring Dismissal Instructions](#)

Choose Dismissal Instruction:  
Choose Dismissal Instruction

Frequency: Ctrl+Click  
Every Monday  
Every Tuesday  
Every Wednesday  
Every Thursday  
Every Friday

From:  (A value is required: YYYY-MM-DD)

To:  (A value is required: YYYY-MM-DD)

Select a Student:  
Carver, Gabriel

[Reset Existing Recurring Dismissal Instructions](#)

Choose Dismissal Instruction:  
Choose Dismissal Instruction

Frequency: Ctrl+Click  
Every Monday  
Every Tuesday  
Every Wednesday  
Every Thursday  
Every Friday

From:  (A value is required: YYYY-MM-DD)

To:  (A value is required: YYYY-MM-DD)

Fill out the Recurring Dismissal Instructions as needed. To select multiple days of the week, hold the **Ctrl** key down as you click on the days you need. More fields to fill out may appear depending on your dismissal selection

❖ *Note that you can only create recurring instructions for one child at a time.*

# Canceling a Recurring Dismissal



**Recurring Dismissal Instructions**

Use this screen as a shortcut to set up special dismissal instructions for an on

Select a Student:  
Carver, Gabriel ▼

[Reset Existing Recurring Dismissal Instructions](#)

Choose Dismissal Instruction:  
Choose Dismissal Instruction ▼

Frequency: Ctrl+Click

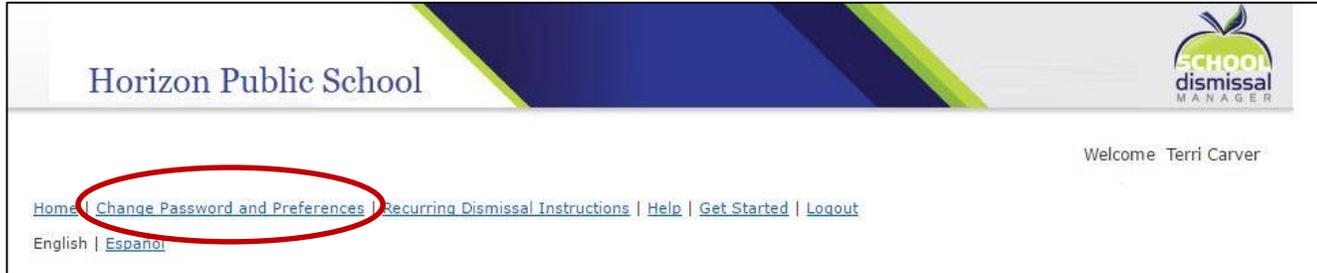
Every Monday  
Every Tuesday  
Every Wednesday  
Every Thursday  
Every Friday

From:  (A value is required: YYYY-MM-DD)

To:  (A value is required: YYYY-MM-DD)

- To cancel a SET of recurring dismissal instructions, click the ***Reset Existing Recurring Dismissal Instructions*** link. This will cancel ALL recurring dismissals currently in the system for that child and return them to their default dismissal.
- To cancel an INDIVIDUAL DATE of a recurring dismissal instruction, use the calendar view to click on the day you wish to cancel and follow the same steps for canceling a single dismissal exception reviewed earlier.

# Changing Preferences



To change your password or other settings, click on ***Change Password and Preferences*** in the menu bar. In the window that pops up, you will be able to make changes as needed. Optional settings include:

- Adding your mobile number
- Opting In to receive text message notifications
- Opting out of confirmation emails
- Setting your child's Default Dismissal Instructions and adding a note for these instructions
  - ❖ *Note: some schools may choose to disable this setting for parents, in which case you would call the school office to change your child's default.*

**Change Password and Preferences:**

First Name: Terri

Last Name: Carver

Password: .....

Email: terri@horizonmarketing.com

Mobile Number:

Cell Phone Carrier: Select

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

Opt out of confirmation emails:

Language Preference: English

**Student Default Dismissal Instructions**

Abbigail Carver: Bus 3

Default Dismissal Note:

Gabriel Carver: Bus 3

Default Dismissal Note:

# Thank you!

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We hope you enjoy using SDM.

