



Parent Guide for Creating Dismissal Exceptions

2016-2017 School Year

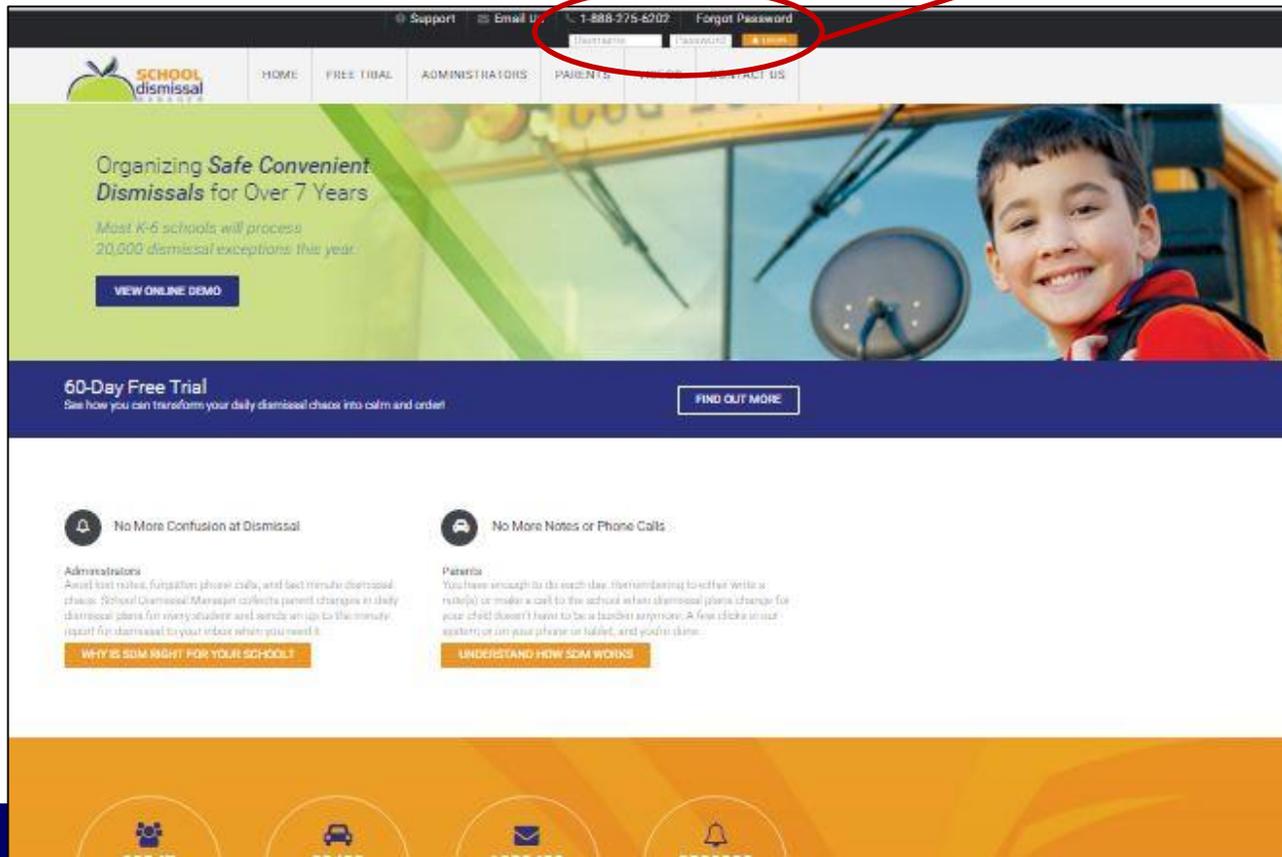
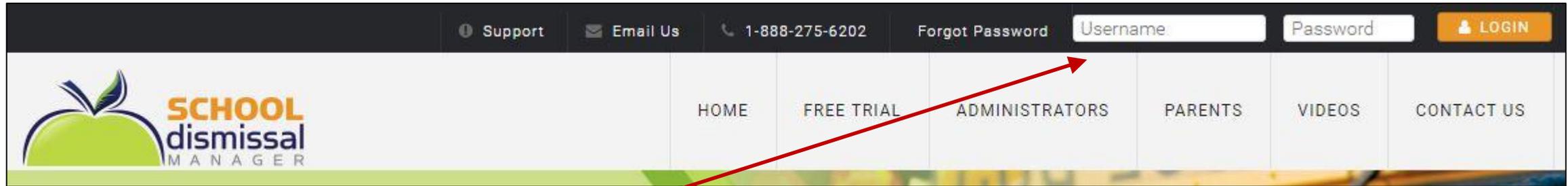
Table of Contents

- Getting Familiar
- Creating a Dismissal Exception
- Canceling a Dismissal Exception
- Creating a Recurring Dismissal Exception
- Canceling a Recurring Dismissal Exception
- Changing Preferences and Password



The screenshot shows the homepage of 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 boy 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 columns of benefits are listed: "No More Confusion at Dismissal" (Administrators benefit from no more phone calls and text messages) and "No More Notes or Phone Calls" (Parents benefit from no more notes or phone calls). Below these are four circular statistics: 29947 Dismissal Events, 20499 Car Line Events, 1239482 Communication Events Sent, and 3322000 Parents Communicated. An "Ask us about Fast Lane" section is also present. The bottom section includes "What Schools are Saying" with a testimonial from New Canaan Public Schools and "It's not too late - Get Started Today!". The footer contains contact information (Email us, 1-888-275-6202, View Online Demo), a "SCHOOL dismissal MANAGER" logo, and navigation links (HOME, ADMINISTRATORS, PARENTS, CONTACT, 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



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SCHOOL dismissal MANAGER

Welcome Terri Carver

1. [Home](#) | [Change Password and Preferences](#) | [Recurring Dismissal Instructions](#) | [Help](#) | [Get Started](#) | [Logout](#)

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
Defaults 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
Defaults 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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Home | [Change Password and Preferences](#) | [Recurring Dismissal Instructions](#) | [Help](#) | [Get Started](#) | [Logout](#)
English | [Español](#)

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 ▼

[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
<input type="text" value="Reason for Absence (required)"/> Sick		
Abigail Carver	Bus 3	Choose Dismissal Instruction
Gabriel Carver	Bus 3	Choose Dismissal Instruction

[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
<input type="text" value="Provide Time and Reason (required)"/> 2:00pm - Dentist Appt		
Abigail Carver	Bus 3	Choose Dismissal Instruction
Gabriel Carver	Bus 3	Choose Dismissal Instruction

[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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[Home](#) | [Change Password and Preferences](#) | [Recurring Dismissal Instructions](#) | [Help](#) | [Get Started](#) | [Logout](#)

English | [Español](#)

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
Defaults Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	Exceptions Abbigail Car Line Gabriel Car Line Joshua Car Line	Defaults Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	Defaults Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	Defaults 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
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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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English | [Español](#)

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

<p>Monday 6/20/2016</p> <table border="1"><thead><tr><th colspan="2">Defaults</th></tr></thead><tbody><tr><td>Abbigail</td><td>Bus 3</td></tr><tr><td>Gabriel</td><td>Bus 3</td></tr><tr><td>Joshua</td><td>Bus 3</td></tr></tbody></table>	Defaults		Abbigail	Bus 3	Gabriel	Bus 3	Joshua	Bus 3	<p>Tuesday 6/21/2016</p> <table border="1"><thead><tr><th colspan="2">Exceptions</th></tr></thead><tbody><tr><td>Abbigail</td><td>Car Line</td></tr><tr><td>Gabriel</td><td>Car Line</td></tr><tr><td>Joshua</td><td>Car Line</td></tr></tbody></table>	Exceptions		Abbigail	Car Line	Gabriel	Car Line	Joshua	Car Line	<p>Wednesday 6/22/2016</p> <table border="1"><thead><tr><th colspan="2">Defaults</th></tr></thead><tbody><tr><td>Abbigail</td><td>Bus 3</td></tr><tr><td>Gabriel</td><td>Bus 3</td></tr><tr><td>Joshua</td><td>Bus 3</td></tr></tbody></table>	Defaults		Abbigail	Bus 3	Gabriel	Bus 3	Joshua	Bus 3	<p>Thursday 6/23/2016</p> <table border="1"><thead><tr><th colspan="2">Defaults</th></tr></thead><tbody><tr><td>Abbigail</td><td>Bus 3</td></tr><tr><td>Gabriel</td><td>Bus 3</td></tr><tr><td>Joshua</td><td>Bus 3</td></tr></tbody></table>	Defaults		Abbigail	Bus 3	Gabriel	Bus 3	Joshua	Bus 3	<p>Friday 6/24/2016</p> <table border="1"><thead><tr><th colspan="2">Defaults</th></tr></thead><tbody><tr><td>Abbigail</td><td>Bus 3</td></tr><tr><td>Gabriel</td><td>Bus 3</td></tr><tr><td>Joshua</td><td>Bus 3</td></tr></tbody></table>	Defaults		Abbigail	Bus 3	Gabriel	Bus 3	Joshua	Bus 3
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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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Home | Change Password and Preferences | Recurring Dismissal Instructions | Help | Get Started | Logout
English | [Español](#)

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
Defaults Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	Exceptions Abbigail Car Line Gabriel Car Line Joshua Car Line	Defaults Abbigail Bus 3 Gabriel Bus 3 Joshua Bus 3	Defaults 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
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	
Joshua Carver	Car Line	Cancel Exception
Abbigail Carver	Car Line	Cancel Exception
Gabriel Carver	Car Line	Cancel Exception

[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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SCHOOL dismissal MANAGER

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[Home](#) | [Change Password and Preferences](#) | [Recurring Dismissal Instructions](#) | [Help](#) | [Get Started](#) | [Logout](#)

English | [Español](#)

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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SCHOOL dismissal MANAGER

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[Home](#) | [Change Password and Preferences](#) | [Recurring Dismissal Instructions](#) | [Help](#) | [Get Started](#) | [Logout](#)

English | [Español](#)

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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WELCOME

Welcome Terri Carver

[Home](#) | [Change Password and Preferences](#) | [Recurring Dismissal Instructions](#)

English | [Español](#)

Recurring Dismissal Instructions

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

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 onl

Select a Student:
Carver, Gabriel ▼

[Reset Existing Recurring Dismissal Instructions](#)

Choose Dismissal Instruction:
Choose Dismissal Instruction ▼

Frequency: Ctrl+Click

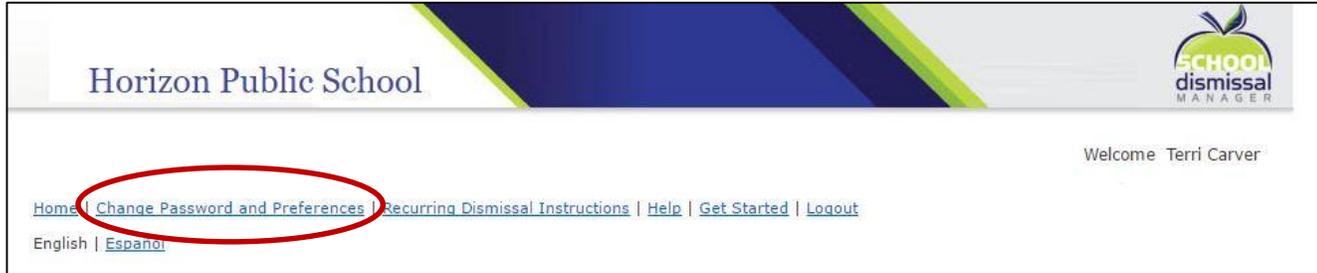
- Every Monday
- Every Tuesday
- Every Wednesday
- Every Thursday
- Every Friday

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!

We hope you enjoy using SDM.

