

## **SCHOOL DISMISSAL MANAGER**

Redding Elementary School uses a secure web-based service called School Dismissal Manager (SDM). The purpose of this service is to assist both K-4 parents and school administration regarding your child's absences and your child's plans for dismissal.

**Preschool parents must communicate dismissal plans directly with the preschool teacher.** Preschool parents should use SDM to communicate absences and tardies only. The system is intended to enhance your ability to communicate with the school, as well as provide a more organized and reliable tracking system for attendance and the end-of-day K-4 dismissals, eliminating the need for handwritten notes.

School Dismissal Manager is the place for you to inform the school about the means of transportation intended for your son or daughter each day. **At the beginning of every new school year, the dismissal default for every K-4 child will be recorded as BUS.** If you need to change this default to another option such as EXTENDED DAY or PARENT PICK-UP (big gym), please navigate to "**CHANGE PASSWORD & PREFERENCES**" and choose from the three options in the drop-down menu. This dismissal plan will be communicated to the school so all staff are aware of your child's regular dismissal routine. If you need to change your default from "bus," please do so by **Friday, September 6.** After that date, you will need to call the school to change your default.

You will also communicate your child's absences/tardies through SDM. Communicating your child's absences through SDM is as simple as updating an afterschool plan. Access your account as usual and choose **ABSENT** under the dismissal options. You will be prompted to note the reason for absence, please enter a detailed note and *not* simply that your child is sick. All notes in regards to absences are kept confidential. Absences/tardies must be entered prior to **8:45 am** (they may also be entered the night before). Absences/tardies entered after 8:45 am will not be included in the necessary reports to the office personnel.

Username and passwords will be provided to you by e-mail at the beginning of each school year by School Dismissal Manager. To access your account, visit [www.schooldismissalmanager.com](http://www.schooldismissalmanager.com) and enter your given username and password. For security purposes, you may update your password under "User Preferences" when you log-in for the first time. Your account and information is very secure.

Each school day, SDM will email a complete dismissal report to office personnel. Parents have until **9:30 am** each day to enter dismissal plans. Plans may be entered in advance as well. This early morning cut off time allows office staff to alert teachers of early dismissals, and confirm student activities with Park & Rec. *On days that we have an **UNEXPECTED EARLY DISMISSAL**, the cut-off time is changed to **10:30 am.***

**PLEASE NOTE:** If an emergency closing is announced for any reason, it is imperative that K-4 parents record dismissal plans on SDM ***immediately*** as this provides accurate and reliable information during a potentially confusing time.

**If you have more than one child attending Redding Elementary School, you must enter dismissal changes for each child.**

## INSTRUCTIONS

1. Log on to [www.schooldismissalmanager.com](http://www.schooldismissalmanager.com)
2. Enter your username and password.
3. Click on the day you will be assigning an alternate dismissal plan.
4. Click on the "Choose dismissal instruction" and select from the drop down box.
5. In the window that opens, choose the option that best meets your needs.
6. Provide the detail that is requested for the option you have selected.  
Click the tab labeled "**Update Schedule**" and then click on the tab "**done.**"

Please be reminded that all visitors to Redding Elementary School must enter through the main entrance by the bus circle and present a valid photo ID **each and every time** upon entering the building.

## HELPFUL HINTS:

Only main office personnel have full administrative access into School Dismissal Manager. Never email/phone dismissal changes to teachers as they do not have the ability to record such changes into SDM.

Absences need to be reported in School Dismissal Manager. **They should not be called in to our School Nurse directly.**

If a student is taking a different bus OR is getting off at a different stop on their regular bus route, please enter the dismissal exception as **Alternate Bus** - be sure to include the bus number and the name of the student with whom your child is riding. Alternate bus is a separate report, so we will be able to view the exception for your child. We may miss it if it is stated under "bus," which is a default.

If you ever have a problem logging in or if you miss the cut-off time, you do "technically" have until 1:30pm to provide an exception to the plans. However please make every attempt to adhere to the 9:30 am cut off as there are many activities that need to be reviewed and confirmed with other parties for students early in the day. If it is after 1:30 pm, please call the main office with dismissal plan changes, **which an administrator must approve**. There are many steps that must be followed in order to communicate those changes to the teachers and students in a timely manner.

Dismissal plans may be entered up to two weeks in advance for occasional appointments (e.g., dentist). Dismissal plans that are recurring (e.g., a 6-week park & rec program or a parent pick-up that will take place on a particular day throughout the year) may be entered into SDM by specifying the beginning and ending date of the recurring dismissal plan. Those may be entered at any time during the school year.

THANK YOU!!!

bg-rs:8/15/19