



Warroad Public School

Dear Parent,

Welcome to School Dismissal Manager! Using School Dismissal Manager with your desktop or smartphone browser, you can quickly and easily update instructions when your child's dismissal needs to be changed. School Dismissal Manager notifies the school of your updates so that, effective Tuesday, September 3, 2019 it is no longer necessary for you to phone the school, send notes, or send an email to inform the school of dismissal changes. School Dismissal Manager will provide us with a more organized and efficient tracking system for afternoon dismissals.

The easy-to-use mobile and desktop interface will allow you to make these changes in advance or for the current day. You can also report absences, early dismissals, and even schedule recurring dismissal instructions for after-school activities such as scouting, drama, enrichment programs, or soccer practice on the desktop version. Free apps are also available for Android and iPhone users.

You will be required to assign your child a "default" dismissal which is their routine dismissal. Examples include, but are not limited to: Bus #, Car Rider, or Walker.

Once you login, please set your child's default transportation and make sure it gets listed correctly. If not, look at the top menu. If you see "Parent Preferences and Student Default" in the top Menu, you can click on it and change your child's default dismissal instruction within the settings. If you only see "Parent Preferences", call the school office and we will make the change for you

When creating an exception for the current day, please note that the cut-off time is 2:00 pm on regular days and 1:00 pm on Wednesday's. After the cut-off time you will need to call the school office to make any changes for the current day.

Here are a few Fast Facts that you will need to know for getting started:

1. New parents have been issued a username and temporary password at the top of this email. Returning parents can use their existing parent login credentials. Please use these to login to SDM at www.schooldismissalmanager.com.
2. The Parent Login area is found at the top right of the SDM homepage.

3. When you login for the first time, you will be required to change your password immediately.
4. Please refer to the [Parent Guide for Creating Exceptions](#) for details on how to use the system.
5. As you begin to use School Dismissal Manager, if you have questions, please check the Frequently Asked Questions (FAQs) link found in the Parent login area at the top of the SDM homepage. Here, you will find answers to the most commonly asked questions. If your question remains unanswered after checking here, please contact the school office and we will be happy to assist you further.
6. When you start to receive the email notifications of changes or cancellations that are made for your child, please keep in mind that hitting Reply or Reply All on those emails does not reply to the school. If you need to respond to a notification (i.e., to inform the school it is incorrect, provide additional details, etc.) please call the school directly and talk with someone in the office.
7. **Do not** use the Recurring Dismissal feature to put in your child's "default" dismissal.
8. Each school day, School Dismissal Manager will send a comprehensive dismissal report to the school immediately following the cut-off time, allowing administrators and staff to facilitate a smooth dismissal.

Thank you for using this tool to help us keep the dismissal process safe and orderly for all our students. Please contact our office if you have any questions or concerns.

Sincerely,

Dr. Shawn W Yates
Superintendent

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