

Memorial School

Dear Families,

Welcome to School Dismissal Manager! Using SDM with your desktop or smartphone browser, you can quickly and easily update instructions when your child's dismissal needs to be changed. SDM notifies the school of your updates so that it is not necessary for you to phone the school, send notes, or send an email to inform the school of dismissal changes. SDM 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 on the desktop version. Please download the free app available for Android and iPhone users. Please note that the absence reporting line (508) 242-8504 may still be used for reporting absences and tardies. Absences and tardies must be reported by 8:30 AM via SDM or the absence reporting line.

If your student is in Grade One or Kindergarten, please complete the [Memorial School Dismissal Plan Form](#) as soon as possible if you have not already done so. We will then assign your child their Default Dismissal (which is the primary way your student goes home daily). If you do not reply to the form, your student will automatically be assigned to their bus number as their Default Dismissal.

For Preschoolers, their Default Dismissal will always be Preschool Pick Up. The only change that can be made to their dismissal is to authorize another person to pick up your student or to request early dismissal. If you have questions or concerns about the default dismissal, please call the school office and we will be happy to help you.

An Exception is a change to the Default Dismissal that occurs every once in a while. When creating an exception for the current day, please note that for Full Day Kindergarten and Grade One the cut-off time is 1:30 PM on regular days and 10:30 AM on early release days (and daily for AM Kindergarten). After the cut-off time you will need to call the school office to make any changes for the current day. Click [here](#) for more information on how to create an exception. Please note that Memorial School students can only ride the bus they have been assigned to.

Memorial School will be utilizing the FastLane Pick Up process for Kindergarten and Grade One students. Students will be picked up at the door to the hallway of his/her assigned classroom. Please click [here](#) for more information. If you have students in grade K and 1, both students will be dismissed from your Kindergarten student's hallway. Upon arrival for pick up, please park in the North Street parking lot and walk to your student's dismissal door. Open your SDM app and click on "Check in Via QR Code" and scan the code located at the door. This will notify staff that you have arrived and identify you as an authorized pick up person. Please be sure to have your ID with you to provide to staff in the event that you are unable to login to SDM. If you are entering an exception for pick up, please choose "Any Parent of <student's name>". This will allow any parent on your student's account to pick up should the scheduled pick up person change last minute. Click [here](#) for more information on creating an exception for pick up and adding a "View Only Parent".

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

1. Parents will be issued a username and temporary password via an email from SDM. Please use these to login to SDM at www.schooldismissalmanager.com.
2. When you login for the first time, you will be required to change your password immediately.
3. Please be sure to review your student's Weekday Defaults prior to the first day of school to confirm that each day is correct. If changes need to be made, email ksklar@email.medfield.net.
4. Please take note of your Fastlane Parent Number. If you have an issue with your mobile device during pick up, this number can be provided to staff for quick check in.
5. Please refer to the [Parent Guide](#) for details on how to use the system.
6. 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.
7. 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.
8. **Do not** use the Recurring Dismissal feature to put in your child's Default Dismissal.

9. 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 of our students. Please contact our office if you have any questions or concerns.

Sincerely,

Melissa Bilsborough

Principal