



Hello Parents and Families,

We have good news! Berlin Intermediate School will be utilizing a new on-line dismissal management system this school year called School Dismissal Manager (SDM). If you are the parent of a student who attended Showell Elementary, you should already be familiar as this is the same system they use for dismissal. It is dependable, easy-to-use, and can be updated by parents and guardians from the convenience of their smart phones, tablets, and PCs. You can quickly and easily update your child's dismissal instructions when they need to be changed, making it no longer necessary to call or send notes and emails to the school for dismissal changes. For the safety and security of our students, we will no longer accept transportation changes by phone.

The easy-to-use interface will allow you to make changes in advance or for the current day by creating “exceptions”. You can report absences, early dismissals, and schedule recurring dismissal instructions. When creating an exception for the current day, note that the cut-off time on regular days is **2:00 pm** and on early release days is **11:00 am**. We will not remove students from buses at dismissal for any reason.

We will begin using SDM for dismissal on the first day of school. We are collecting your email address so that you can receive an email directly from SDM in the next few days. The email from SDM will contain important instructions and your personal login credentials. Once you receive your credentials, please use them to log into the new system so that you can begin to familiarize yourself with it and set up your child's default dismissal and routine.

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

1. **Add the SDM App to a smartphone, tablet, or web browser.** The app is compatible with Android and Apple devices. **IMPORTANT:** *Returning parents need to UNINSTALL last year's App before installing the new App.*
 - **Android** – Go to the Install tab from the dropdown menu within your SDM account or open a Chrome browser window, go to www.schooldismissalmanager.com, tap *Add to Home Screen*, and follow the onscreen instructions to install the app.
 - **iPhone** – Go to the Install tab from the dropdown menu within your SDM account or open a Safari browser window, go to www.schooldismissalmanager.com, then tap the *Share* button, scroll down, and tap *Add to Home Screen*. Enter the name *SDM* and select *Add* to install the app.
2. **First Login**
 - Check your child's default dismissal (how your child goes home most days) and make sure it is set correctly. If changes are needed, select the green ***Set/View Default*** button above the calendar or if using the SDM app, select ***Default Dismissal*** from the menu at

the top left, to set the correct dismissal. Setting a weekday default will override the main default on a specific day of the week. **Always set the main default first**, then set weekday defaults only as necessary.

3. **Reporting Your Child will be Absent:** We will be utilizing SDM's *Absent* option for parents to report their child absent. Select the day on the calendar that your child will be absent, then select **Add Exception**, and choose **Absent** from the dropdown options, filling out the necessary information. Note: "Absent" reporting will be the same as a parent note sent to school with your child. Ten parent notes are permitted per year. Please continue to send doctor's notes to school and to complete vacation forms with teacher signatures so we can document excused absences per our policy. *SDM does not determine if absences are excused or unexcused and you must still provide the school office with a doctor's note when required and as specified in our school's policies.*
4. **Reporting Your Child will Leave Early:** We will be utilizing SDM's *Leaving Early* option so that parents can let the school know when their child is being picked up early. Select the day on the calendar that your child will be picked-up early, then select **Add Exception**, and choose **Leaving Early, NOT Coming Back**. You will immediately be asked if your child is coming back to school. Select **Yes** or **No** and then fill out the remaining information. Depending on whether you answered yes or no, SDM will create the appropriate dismissal exception or notification to the office once you click *Submit*. *You must still come into the office, with identification, to sign your child out and adhere to any rules or guidelines specified in our school's policies.*
5. **Reporting a Late Arrival:** We will be utilizing SDM's *Late Arrival* feature so that parents can let the school know when their child will be arriving late to school. Select the day on the calendar that your child will be arriving late, then select **Add Late Arrival**, fill out the reason, and click **Submit**. *SDM does not determine if students are tardy and you must still come into the office to sign your child in and adhere to any rules or guidelines specified in our school's policies.*
6. **The Parent Dashboard** always displays the current and following week. Days where there is no school or there is an early dismissal will be clearly marked. To opt in for text messages, click **Preferences** in the top menu to add your mobile number.
7. **Recurring Dismissal Exceptions:** If your child has a temporary, recurring dismissal exception click the **Recurring Dismissal Instructions** located at the top of the screen and fill out the details as required. **DO NOT use the Recurring Dismissal feature to put in your child's "default" dismissal.** *The difference between a Recurring Dismissal Exception and a Weekday Default Dismissal is that recurring has a start and end date because it is a temporary dismissal exception that occurs for a set period of time, while the weekday default is a default dismissal that occurs regularly on a specific day of the week for the entire school year.*
8. **Email Notifications:** When receiving email notifications regarding dismissal changes or cancellations made, know that hitting *Reply* or *Reply All* on those emails does not reply to the school or person making the change. If you need to respond to a notification (e.g., to inform the school it is incorrect, provide additional details, etc.), click **Help** in your top menu and fill out the details to email the office.

9. **FAQs:** As you begin to use School Dismissal Manager, if you have questions, check the ***Frequently Asked Questions*** (FAQs) link found in the Parent login area at the top of the SDM homepage or click on ***Help*** in your top menu. 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.

If you find you need further assistance, contact the main office. For reasons of safety and security, SDM staff does not respond to parent requests or emails and will redirect any parent callers to the school office. Thank you for using this tool to help us keep the dismissal process safe and orderly for all our students and staff.

Sincerely,

Dr. Amy Gallagher
Principal