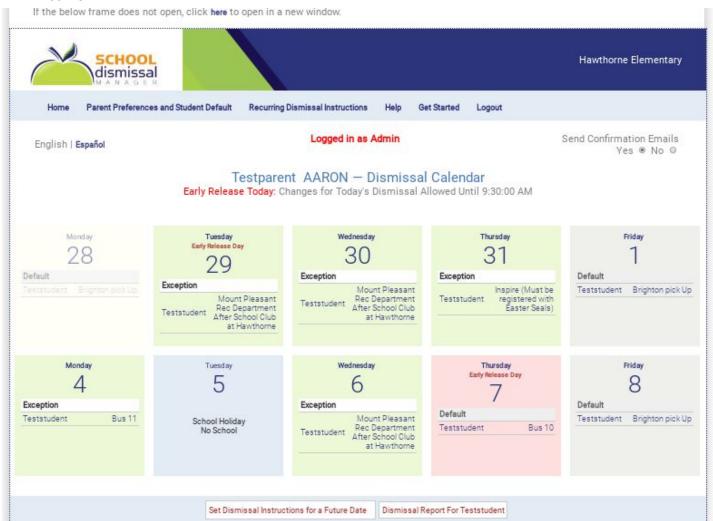# School Dismissal Manager Reminders

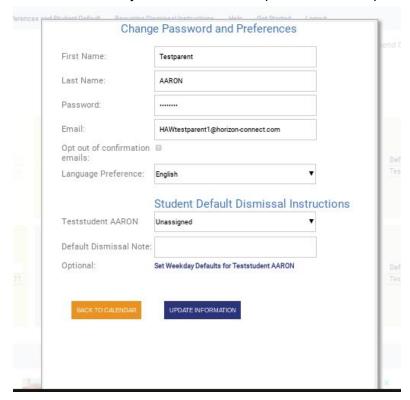Thank you to all families who have set up default dismissal instructions.

- All exceptions must be entered by 11:00 a.m. daily on full days and 9:30 a.m. on half days.
- If you did not receive the setup email, call Deb Udice at 769-8536.
- If you have not setup your child's account, you need to do so as soon as possible.

**School Dismissal Manager Step-by-Step Setup Instructions**

1. Log in to schooldismissalmanager.com. For the first time setup login on a desktop computer.

2. Enter your email as your username. Enter the temporary password that is in the top of the email that you received on October 21st from Hawthorne Elementary.

3. Change your password.

4. Set up your child's **default** dismissal. Select **Parent Preferences and Student Default** in the top left corner.

5.  Under Student Default Dismissal Instructions, you will see Unassigned. Click on the drop down menu and select your child's most frequent dismissal option. Then, select **Optional: Set Weekday Defaults.**

## Change Password and Preferences

| | |
|---|---|
| First Name: | Testparent |
| Last Name: | AARON |
| Password: | •••••••• |
| Email: | HAWtestparent1@horizon-connect.com |
| Opt out of confirmation emails: | ☐ |
| Language Preference: | English ▾ |

### Student Default Dismissal Instructions

| | |
|---|---|
| Teststudent AARON | Unassigned ▾ |
| Default Dismissal Note: | |
| Optional: | Set Weekday Defaults for Teststudent AARON |

BACK TO CALENDAR   UPDATE INFORMATION

6.  Another window will open where you can set your child's weekday defaults for each day using the drop down menu and click on **Set Default** for each day. Set defaults for each day and when you are finished, select **Back to Preferences** and then **Update Information.**

## Weekday Student Dismissal Defaults for Teststudent AARON

Weekday Default Dismissals:

| Day of Week | Default Dismissal | Note | |
|---|---|---|---|
| Monday | Brighton pick Up | | EDIT |
| Tuesday | Brighton pick Up | | EDIT |
| Wednesday | Bus 10 | | EDIT |
| Thursday | Bus 10 | | EDIT |
| Friday | Brighton pick Up | | EDIT |

BACK TO PREFERENCES

7. Select **Back to Calendar**. You should be able to see your child's default dismissal listed for each day. You only need to set up default instructions one time for the entire year.

8. To change dismissal instructions on a single day, you need to create an **exception**. On your calendar, select the day that you want to create an exception. Select from the Choose Dismissal Instruction dropdown menu. Then click **Update Schedule Changes**.



Dismissal Instructions for Friday 11/1/2019

| Student Name | Scheduled Exceptions | Dismissal Options |
|---|---|---|
| No scheduled exceptions for this day | | |

| Student Name | Default Dismissal Instructions | Dismissal Options |
|---|---|---|
| Teststudent AARON | Brighton pick Up: | Choose Dismissal Instruction ▼ |

LEAVING EARLY, COMING BACK

UPDATE SCHEDULE CHANGES

BACK TO CALENDAR

9. You can also set up repeated changes using the **Recurring Dismissal Instructions** in the top menu on your homepage. Select the dismissal instruction from the dropdown menu, then select the day of the week, and start and end dates. Select **Click Here to Save Recurring Dismissal Instructions.**

# 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.

PLEASE NOTE: Do not use this screen to set up everyday dismissals. If your child's regular transportation is not correct, go to the Preferences screen and set the default dismissal for the student.

Select a Student:

AARON, Teststudent ▼

CLICK HERE TO DELETE ALL EXISTING
RECURRING DISMISSAL
INSTRUCTIONS
AND RESET TO DEFAULT
VALUE FOR THIS STUDENT

Choose Dismissal Instruction

Choose Dismissal Instruction ▼

Frequency: Ctrl+Click to Choose up to 3 weekdays.

Every Monday
Every Tuesday
Every Wednesday
Every Thursday
Every Friday

Start Date:

A value is required. (YYYY-MM-DD)

End Date:

(YYYY-MM-DD)

CLICK HERE TO SAVE RECURRING
DISMISSAL INSTRUCTIONS

BACK TO CALENDAR