

## Parent Welcome Letter -School Year 2024-2025

Dear Parent/Guardian,

Welcome to School Dismissal Manager (SDM), an organized and more efficient tracking system for afternoon dismissals! Using your desktop or smartphone browser, quickly and easily update your child's dismissal instructions when they need to be changed, making it unnecessary to call or send notes and emails to the school for dismissal changes.

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 for after-school activities. When creating an exception for the current day, note that the cut-off time on regular days is **2:20** and on early release days is **1:30**. *Only emergency changes* should be made after the cut-off time by calling the elementary office.

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

### **1. \*EACH PARENT OR PICK UP PERSON WILL NEED THEIR OWN EMAIL ADDRESS TO SET UP AN ACCOUNT WITH SDM.**

- ***If you have someone other than a parent that needs to be allowed to pick your child/children up you can set them up with thier own "view only parent" account using the button on your home screen above the calendar. They will not be able to make changes to dismissals but will be allowed to pick up***

### **2. School Dismissal Manager Application**

- ***The SDM app is compatible with Android and Apple devices and can be found using your phone's app store or via out website. Please put this app on your phone to utilize Fastlane Carline Parent Pickup. If a pick up person does not have a smart phone they have the option of giving the attendant their personal pin# for pickup instead.***

### **3. First Login**

- ***Check your child's default dismissal (how your child goes home most days) and make sure it is set correctly. We have set the main default based on your online registration answers. If it is not correct please call the school office and we will reset the default for you. Parents do, however, have the ability to set a weekday default in the app.***

### **4. FastLane Parent Check-in Method**

- ***QR Code:*** We will be utilizing FastLane parent pick up during our afternoon dismissals. You will be asked a series of questions when creating an exception for your child for FastLane carline parent pick up dismissal. Select the ***Any Parent of...*** option, unless it is necessary to be specific, so that no matter which parent shows up their PIN number will be valid for pick-up. To scan the QR Code at the check-in point, make sure the SDM app has been given access to your phone's camera before the first day of FastLane check-in. Click the blue Scan QR code button and follow the on-screen instructions to check-in.

## 5. Reporting Your Child will be Absent

- SDM's *Absent* option allows 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 then enter the reason for absence. *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.*

## 6. Reporting Your Child will Leave Early

- Parents can notify the school when their child is being picked up early. This lets us give the teacher a heads up so they can have the student prepared. Select the day on the calendar that your child will be picked-up early, then select **Add Exception**, and choose **Leaving Early**. 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, transportation, dismissal team and teacher** once you click *Submit*. *You must still come into the office to sign your child out and adhere to any rules or guidelines specified in our school's policies.*

## 7. Reporting a Late Arrival

- SDM's *Late Arrival* feature lets parents alert the school know when their child will be arriving late to school. Select the date/dates on the calendar that your child will be arriving late, then select **Add Late Arrival**, fill out the reason, and click **Submit**. **SDM will notify the office, transportation and teacher of late arrival.** *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.*

## 8. The Parent Dashboard

- Your dashboard always displays the current and following week. Days where there is no school, or there is an early dismissal, will be clearly marked.

## 9. 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 occurs regularly on a specific day of the week.*

## 10. Parent Pick Up

- Fastlane Parent pick up will take place at our South entrance. **This is the only location used for parent pick up.** If your child is walking to another location for you to pick up please select the Walk/Ride Bike exception and note details of where they should walk.

## 11. Carpools

- If your child is part of a carpool or going home with a friend, you will need to set up a parent pick-up. Once the correct dismissal option is selected, you will be asked a series of questions. In the "PARENT OF" field, search for the parent driver by their student's first or last name and select the parent who will be picking up. You may use the individual calendar days or *Recurring Dismissal Instruction* feature to assign your child(ren) to the parent driver that is picking up on certain days.

## 12. 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 (i.e., 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.

## 13. 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 secretary, Kim Heaton at **kheaton@macon.k12.mo.us**. 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. Please contact our office if you have any questions or concerns.

Sincerely,

Dr. Stacy Quinn

Elementary Principal