

Dear ERMS Parents/Guardians,

**Welcome to School Dismissal Manager!** SDM is the easiest and best way for you to report attendance, including when your child will be **absent, tardy, leaving early coming back, leaving early not coming back, or riding a bus to a friend's house.**

Log into [www.schooldismissalmanager.com](http://www.schooldismissalmanager.com) or install the app (available for free from your phone app store). Returning parents should confirm they have the latest version of the app. If you've forgotten your password, there is a "forgot password" option in "Parent Login".

**Upon initial login, your child's default (what they do most of the time) will be "Assigned Bus".** (Specific details about bus assignments will be in PowerSchool prior to the start of school). **If you normally pick them up after school or they walk home, please change this default. To do this from a computer, click "Set/View Default" and choose the applicable default ("Pickup" or "Walker"). If using the app, click the menu icon in the upper left corner to find the option to change the default. There will be times when your child's dismissal plan for after school differs from the default. When this is the case, there is NO need to change or report it.** At the middle school level, we begin to set the path to independence and personal responsibility. Students are expected and responsible to follow their dismissal plan when school dismisses. This can include taking the bus, walking, staying at school for a club or extra help, or being picked up by a parent. Please communicate directly with your child. **The only time you need to enter a dismissal exception in SDM is if you are picking your child up early or they are riding a bus to a friend's house.**

**Please make every effort to communicate your child's plan with them before they leave for school.** If you make a change in SDM (i.e. you need to pick them up early) after your child has left for school and they are unaware of the plan, please call the main office for assistance.

- Please report absences and tardies before 9:00a.m.
- When your student is tardy (which is any time after 8:00 a.m.), he/she is required to sign in at the Security Guard's desk *before* reporting to class.

We strongly encourage planning ahead and entering entries in SDM as early as possible. However, please note that the cut-off time for same day entries is 1:45 p.m. on regular days and 10:15 a.m. on early dismissal days. Calls are discouraged after cut-off times unless it is an emergency. We truly appreciate your cooperation with these expectations.

**Here are a few Fast Facts that will help you get started in SDM:**

1. Once you receive your login credentials, please use them to login to SDM at [www.schooldismissalmanager.com](http://www.schooldismissalmanager.com). (Change "Default" if applicable)
2. You will see a calendar with your child/children's names. Click on the child's name on the applicable date, then choose the applicable option or select "Create Exception". Make sure to select "Update Schedule Changes" to finalize.

Please contact Laura Zandri, Counseling Center Secretary/Attendance Coordinator at 203-894-5500, option 3, or Cecilia Rosevalt, our Main Office Secretary at (203)894-5500 if you have any questions.

Sincerely,

Jennifer Phostole, Principal

Tom Grace, Assistant Principal