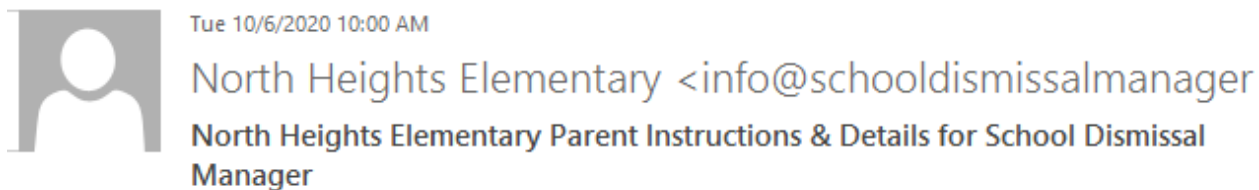



SCHOOL DISMISSAL MANAGER Registration

1. Check your inbox or junk mail for the Welcome Letter.



To ☐ Rivas, Melissa

 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

[Outlook Meeting Organizer](#)

[Unsubscribe](#)

[+ Get more](#)

[View this message in your browser](#)



Get Started Today! [Click here](#) to log in and set up your password.
Username: melissa.rivas@sfdrcisd.org / Password: 28x9

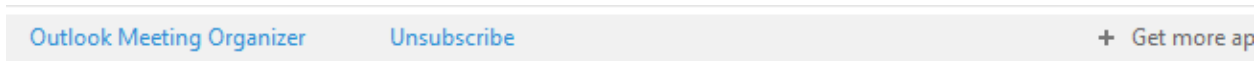
You will enter your username
and password on the website.

North Heights Elementary

Dear Parent,

Welcome to School Dismissal Manager! Using School Dismissal Manager with your desktop or smartphone browser, you can quickly and easily update instructions when your child's dismissal needs to be changed. School Dismissal Manager notifies the school of your updates so that, effective Tuesday, September 29th, 2020, it is no longer necessary for you to phone the school, send notes, or send an email to

2. Read and review the email. Then scroll to the website URL.



When creating an exception for the current day, please note that the cut-off time is 2:00 PM. After the cut-off time you will need to call the school office to make any changes for the current day.

We will be utilizing FastLane for our Carline (K-2) & Carline (3-5) dismissals. Please know there will be a series of questions asked when setting up your student's FastLane dismissal. It is best to select Any Parent of <student's name> for your family's pick person so that all members will have their Parent PIN number accessible on the day of pickup should that pickup person change last minute. Click [here](#) for more information.

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

1. Parents have been issued a username and temporary password at the end of this email. Please use these to login to SDM at www.schooldismissalmanager.com.
2. The Parent Login area is found at the top right of the SDM homepage.
3. When you login for the first time, you will be required to change your password immediately.
4. Please refer to the [Parent Guide for Creating Exceptions](#) for details on how to use the system.
5. As you begin to use School Dismissal Manager, if you have questions, please

Follow the URL in blue

3. Login to SDM using your username and password.



Use your username and password to login to SDM

4. Create a new password.



Password Reset

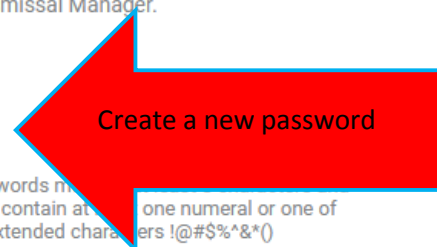
Please enter a new password for your new account. This is only required on your first login to School Dismissal Manager.

New Password:

Re-enter Password:

Set Password

Passwords must contain at least one numeral or one of the extended characters !@#\$%^&*()



5. Choose a default option under Set/View Defaults; to add a parent choose Add View Only Parent



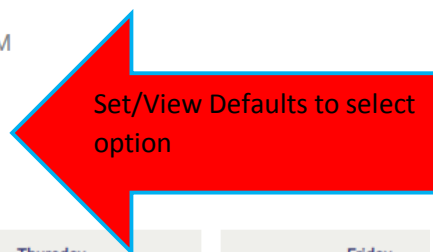
Home Preferences Default Dismissals Recurring Dismissal Instructions Help Get Started Logout

MELISSA O RIVAS – Dismissal Calendar

Click on a calendar day to set dismissal exception(s) for that day
Changes for Today's Dismissal Allowed Until 2:00:00 PM

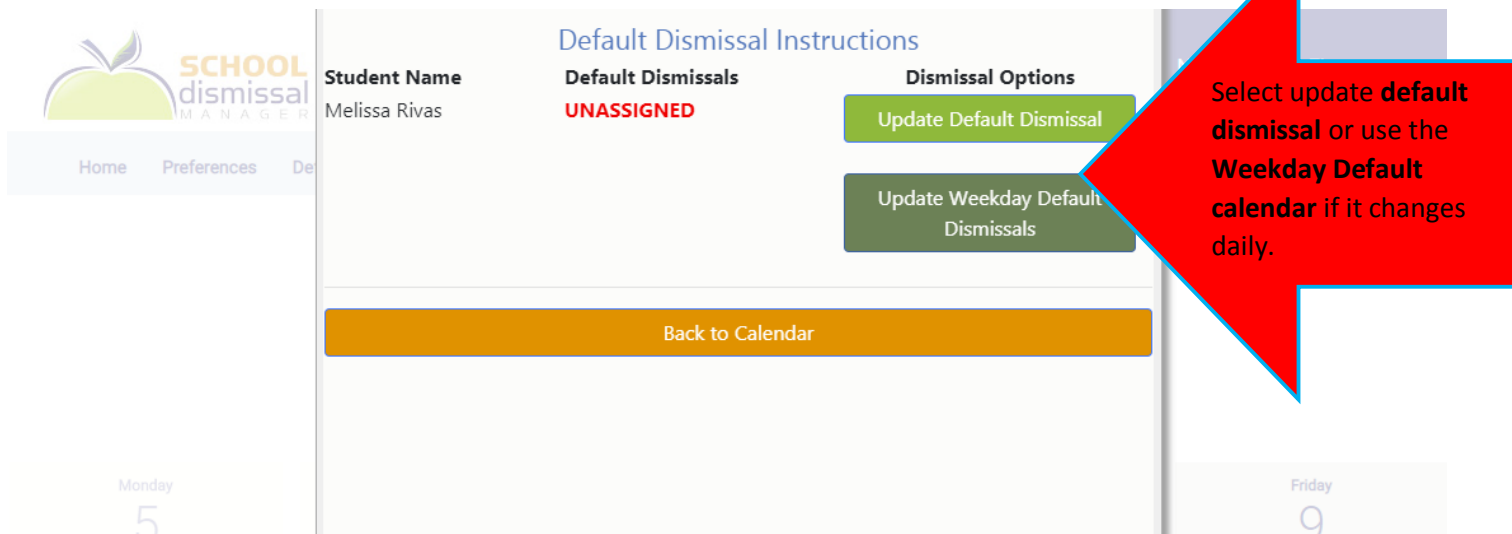
SET/VIEW DEFAULTS

ADD VIEW ONLY PARENT



<div>Monday</div> <div>5</div> <div>Default</div> <div>lissa Unassigned</div>	<div>Tuesday</div> <div>6</div> <div>Default</div> <div>Melissa Unassigned</div>	<div>Wednesday</div> <div>7</div> <div>Default</div> <div>Melissa Unassigned</div>	<div>Thursday</div> <div>8</div> <div>Default</div> <div>Melissa Unassigned</div>	<div>Friday</div> <div>9</div> <div>Default</div> <div>Melissa Unassigned</div>
<div>Monday</div> <div>12</div> <div></div> <div></div>	<div>Tuesday</div> <div>13</div> <div></div> <div></div>	<div>Wednesday</div> <div>14</div> <div></div> <div></div>	<div>Thursday</div> <div>15</div> <div></div> <div></div>	<div>Friday</div> <div>16</div> <div></div> <div></div>

6. Choose the default option that suits your family's needs.



SCHOOL dismissal MANAGER

Home Preferences De

Default Dismissal Instructions

Student Name
Melissa Rivas

Default Dismissals
UNASSIGNED

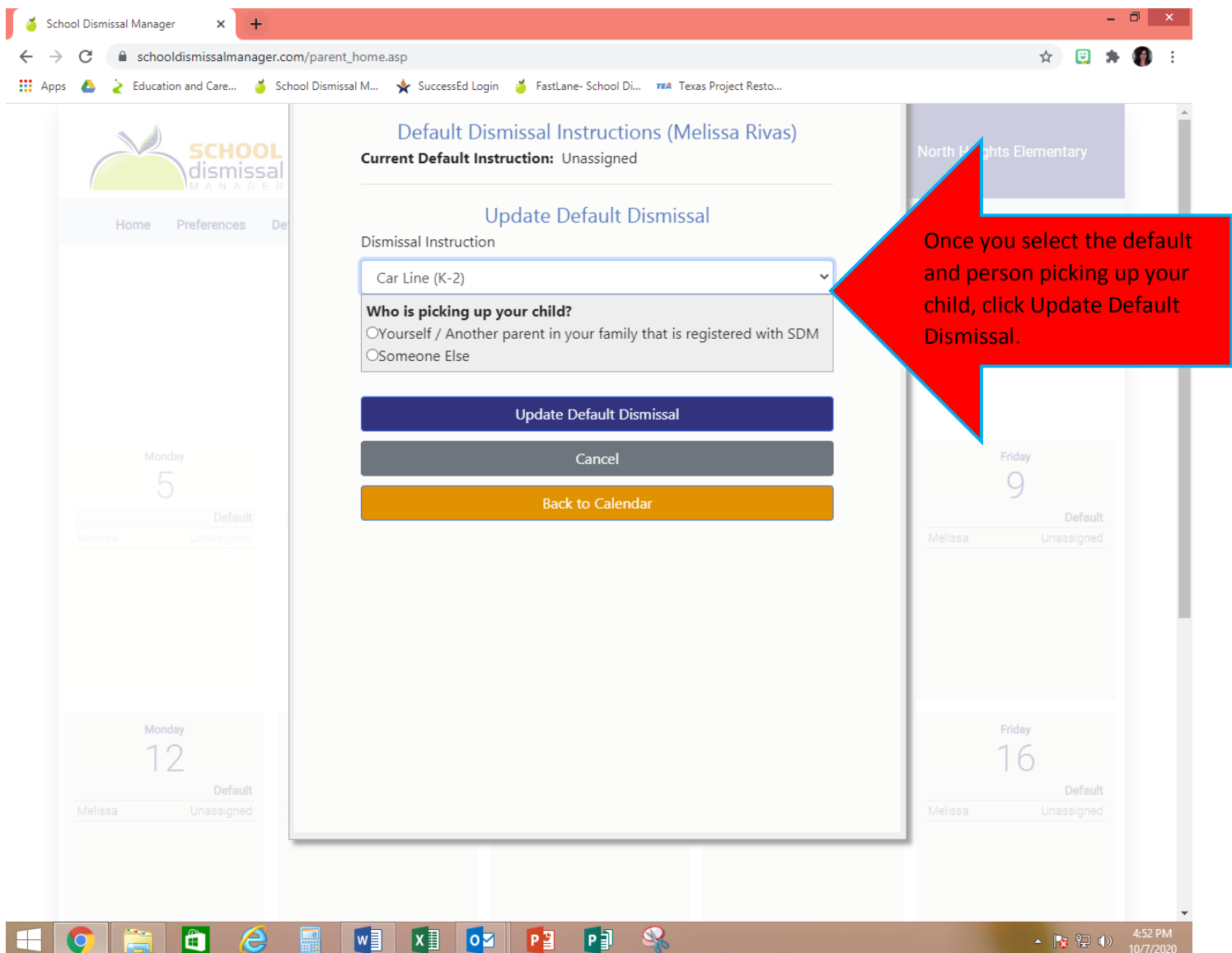
Dismissal Options

- Update Default Dismissal
- Update Weekday Default Dismissals

Back to Calendar

Monday 5 Friday 9

Select update **default dismissal** or use the **Weekday Default calendar** if it changes daily.



SCHOOL dismissal MANAGER

Home Preferences De

Default Dismissal Instructions (Melissa Rivas)

Current Default Instruction: Unassigned

Update Default Dismissal

Dismissal Instruction
Car Line (K-2)

Who is picking up your child?

- ☐ Yourself / Another parent in your family that is registered with SDM
- ☐ Someone Else

Update Default Dismissal

Cancel

Back to Calendar

Monday 5 Friday 9

Monday 12 Friday 16


Default Unassigned

Once you select the default and person picking up your child, click Update Default Dismissal.

School Dismissal Manager

schooldismissalmanager.com/parent_home.asp

AppsEducation and Care...School Dismissal M...SuccessEd LoginFastLane- School Di...TEA Texas Project Resto...



[Home](#) [Preferences](#) [Dismissals](#)

Monday 5

Default

Melissa Unassigned

Monday 12

Default

Melissa Unassigned

Weekday Default Dismissals (Melissa Rivas)

Day of Week	Default Dismissal	Note
Monday	Unassigned	EDIT
Tuesday	Unassigned	EDIT
Wednesday	Unassigned	EDIT
Thursday	Unassigned	EDIT
Friday	Unassigned	EDIT

Cancel

Back to Calendar

North Heights Elementary

Friday 9

Default

Melissa Unassigned

Friday 16

Default

Melissa Unassigned

Windows taskbar with icons for Chrome, File Explorer, Word, Excel, Outlook, PowerPoint, and a calendar. System clock shows 4:53 PM on 10/7/2020.

Accessing your FastLane Security Code on the APP:

***Only if your kids are assigned to Car Line (K-2) or Car Line (3-5)**

The login screen for the SDM School Dismissal Manager app. It features a green apple logo with "SDM" in large letters and "SCHOOL DISMISSAL MANAGER" below it. There are two input fields: "Username" and a password field with masked characters. A "Remember Me" checkbox is below the password field. A blue "LOGIN" button is at the bottom.

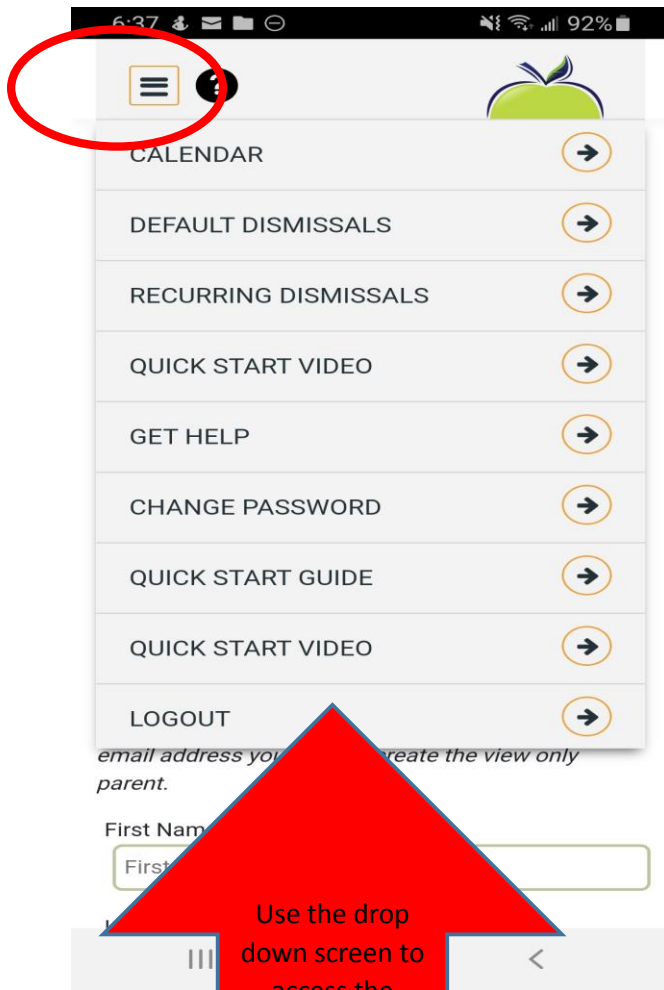
Default Dismissal Settings (Melissa Rivas)

Current Default Instruction
Walker

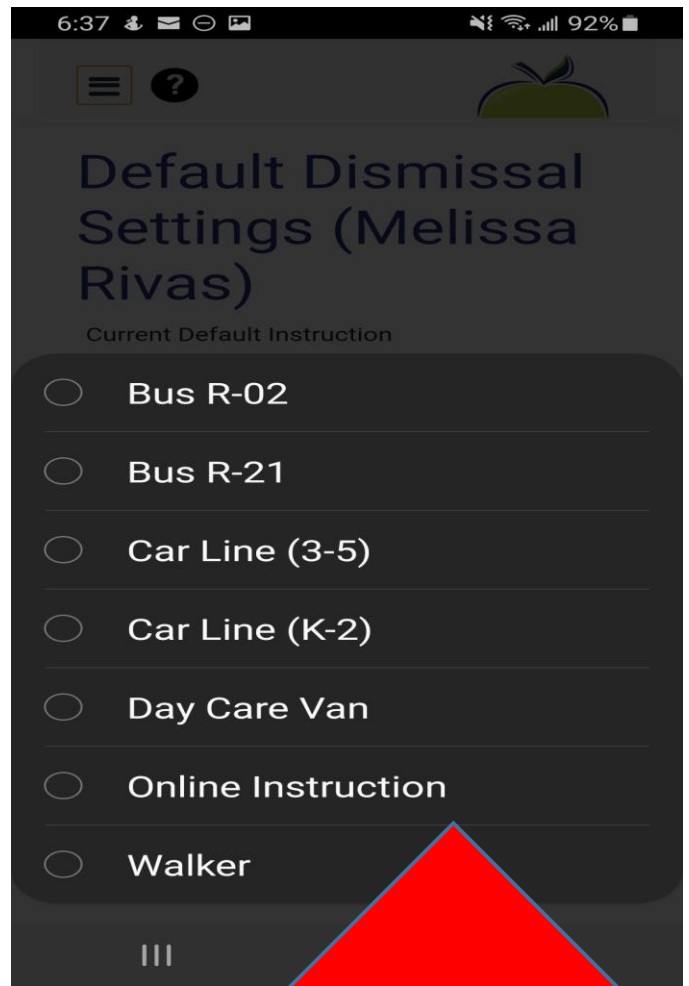
Dismissal Instruction:

A screenshot of the "Dismissal Instruction" dropdown menu. The selected option is "Car Line (K-2)". Below the dropdown, a red error message states: "This student's parent(s) are not in the FastLane database. Please contact school for assignment." Below the error message is a prompt: "Select the parent that is picking up your child:" followed by an empty dropdown menu. At the bottom of the menu are four buttons: "« Back", "Update Default Dismissal", "Cancel", and "Back to Calendar".

IMPORTANT!!! If you get this message, call (830) 778-4770.



Use the drop
down screen to
access the
features.
Information
videos are
available
here.d



After clicking
on Default
Dismissals,
choose how
your child will
be getting
home.



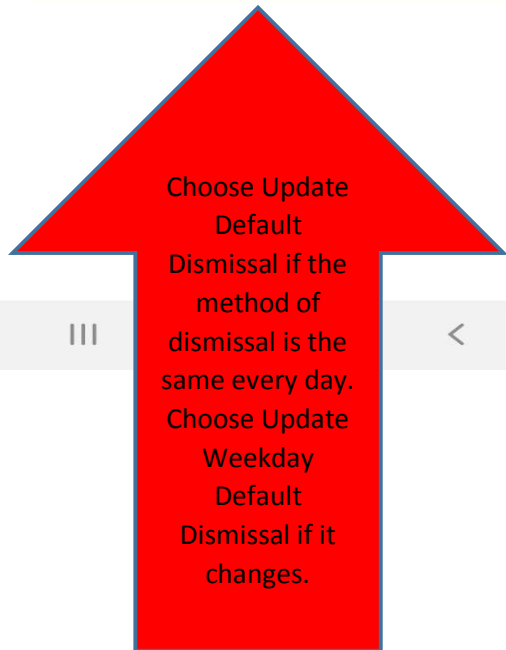
Default Dismissal Settings

Melissa Rivas
Walker

Update Default Dismissal

Update Weekday Default Dismissals

Back to Calendar



Default Dismissal Settings (Melissa Rivas)

Current Default Instruction
Walker

Dismissal Instruction:

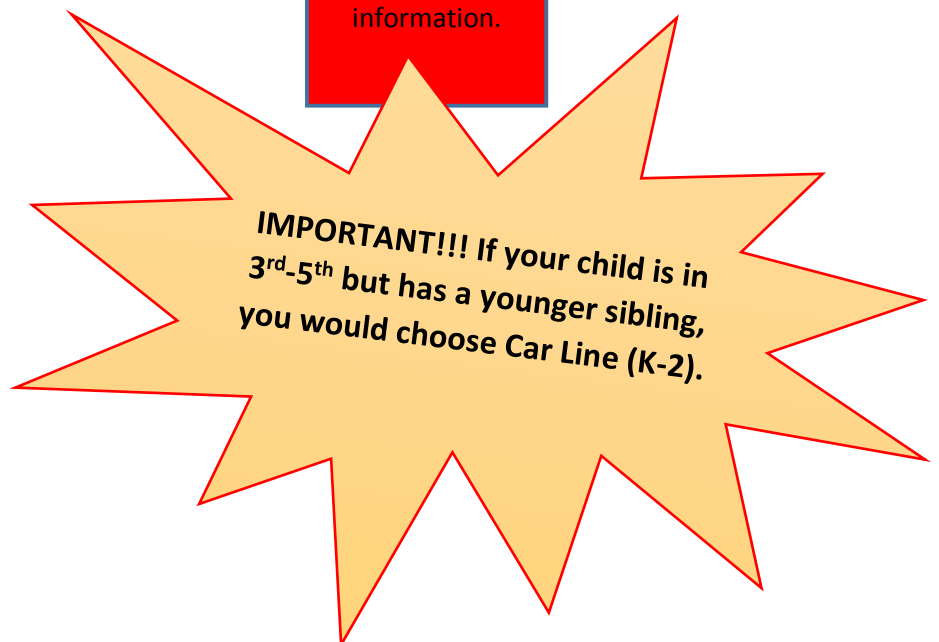
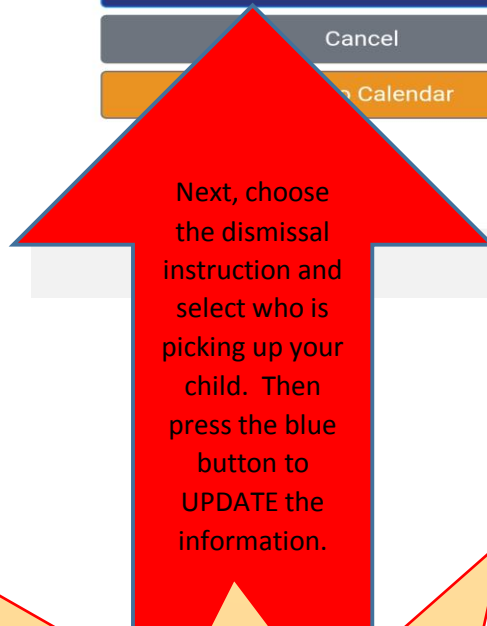
Car Line (K-2)

Who is picking up your child?
☐ Yourself / Another parent in your family that is registered with SDM
☐ Someone Else

Update Default Dismissal

Cancel

Back to Calendar



MELISSA O RIVAS - Dismissal Calendar

MON 5 Default	TUE 6 Default	WED 7 Default	THU 8 Default	FRI 9 Default
MON 12 Default	TUE 13 Default	WED 14 Default	THU 15 Default	FRI 16 Default

Parent #: 12 

Protect this number like a PIN; it identifies you as the person picking up.

Changes for Today's Dismissal Allowed Until 2:00 PM

Choose a day above or [choose a future date](#).
[View all upcoming exceptions](#)

Today's Dismissals Thursday, October 8th

Melissa Rivas - Walker

This Parent PIN# is needed when you pick up your child(ren) at the front or back horseshoe.



MELISSA O RIVAS - Dismissal Calendar

MON 5 Default	TUE 6 Default	WED 7 Default	THU 8 Default	FRI 9 Default
MON 12 Default	TUE 13 Default	WED 14 Default	THU 15 Default	FRI 16 Default

If there is a change to your child's dismissal for a particular day, click on the date and choose Add Exception (in green below). The same applies for Early Checkouts or Late Arrivals.

Parent #: 1 [REDACTED]

Protect this number like a PIN; it identifies you as the person picking up.

[« Back to Calendar Summary](#)

Thursday, October 8th

Melissa Rivas

Add Exception

Walker -

Add Late Arrival

Add Leaving Early, Coming Back

Back to Calendar