

SCHOOL DISMISSAL MANAGER (SDM) CREATING AN EXCEPTION

It is important for parents to keep School Dismissal Manager (SDM) up-to-date. This program is used to track how a student will be dismissed each day. It aids our school by ensuring that your child will be dismissed correctly each day.

Each child has a default dismissal setting such as Bus-(Color) or Car Line or Parent Walker-up, etc. If your child needs to be dismissed on any day differently than the default it must be changed in SDM. These changes are considered **Exceptions**.

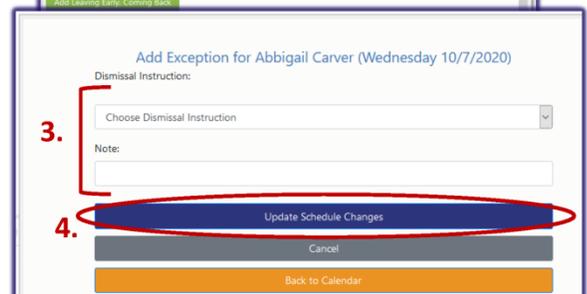
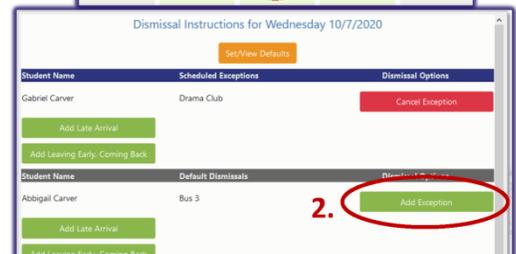
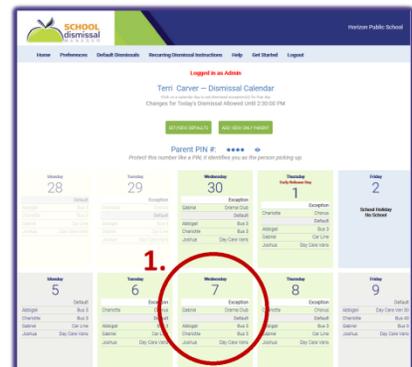
A Sample Exception may be a student is registered for an afterschool program once a week for several weeks or a student who normally takes the bus is being picked up.

How to Create an Exception in SDM:

1. **Log into School Dismissal Manager (SDM)**
(If you do not know how to login, please contact the Springhurst Main Office for assistance)
2. You will see a **Calendar of each days dismissal settings**
3. Follow the Directions Below to Create a **Single Day Exception**

How to Create a Single-Day Exception for a Student

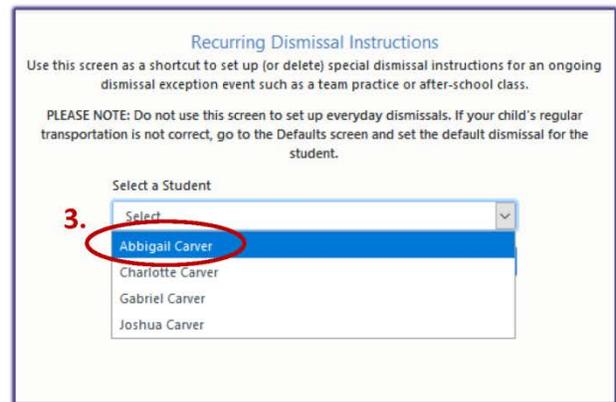
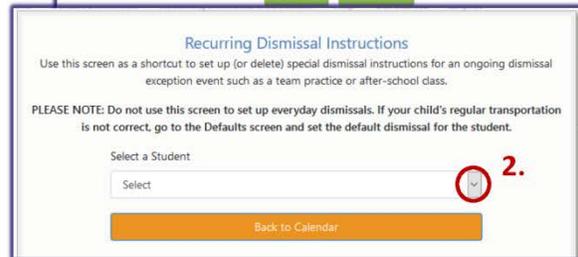
1. Click on the day that you wish to create an exception (or instead, you may click the **FUTURE DATE** button at the bottom to select any day during the school year).
2. Find the student for whom you need to create the exception and click **ADD EXCEPTION**.
3. Choose the dismissal option needed from the dropdown and then type the details if needed or required.
4. When you are done making changes, scroll to the bottom and click **UPDATE SCHEDULE CHANGES** to save. Once saved, then click **BACK TO CALENDAR**.



4. Follow the Directions Below to Setup a Recurring Exception

How to Create a Recurring Exception

1. Click on **RECURRING DISMISSAL INSTRUCTIONS** in the parent's top menu
2. Click the dropdown arrow for a list of students to choose from
3. Select the student for whom the recurring exception is being created



How to Create a Recurring Exception

1. Select the Dismissal Instruction from the drop down. Example: Soccer
2. Add a Note if details are necessary/required
3. Select the day or days of the week that this dismissal should be set for; for example: Tuesdays and Thursdays (hold ctrl key while selecting days if more than one is being selected)
4. Select how these days should be applied; for example: *Every Week* or *Every Other Week*
5. Select a date range by entering the start date and end date
6. Name this set of Recurring Exceptions for easy identification and cancelling
7. Click the blue button at the bottom right to save and Update.

