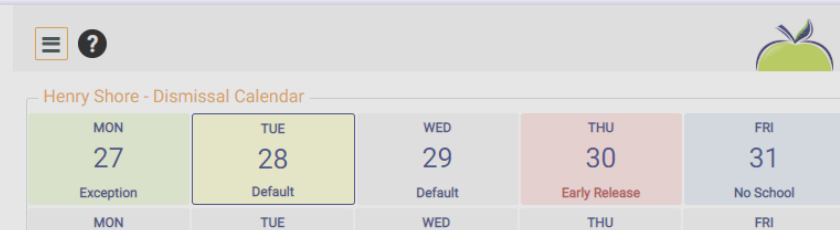# Car Line Dismissal

How to Add a Parent for Pickup

When adding a Car Line dismissal as your child's Default Dismissal or when adding Car Line as an Exception a series of questions will be asked.

1. Upon selection, the first question will appear. **Who is picking up your child?**

   Select the appropriate radio button and click *Add Exception or Add Default Dismissal* depending on the area you are in. This example shows an Exception is being made against the Default.
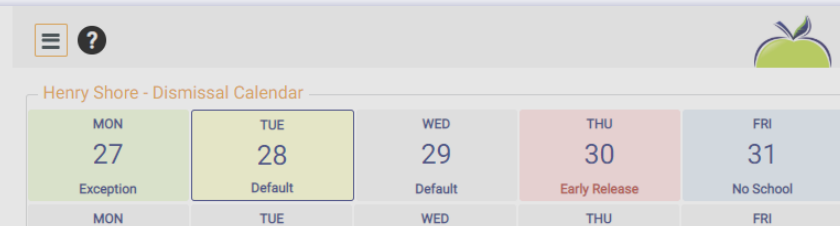
2. This view shows **'Yourself/Another parent in your family that is registered with SDM'** was selected.

Next a selection may be made to assign a specific person permission to pick-up or *Any Parent of <your student's name>.*

Choosing the *Any Parent of* option will allow all registered parents in your family to have access to pick-up. Selecting a specific person here will prevent others from having access to FastLane on that pick-up day (their Parent PIN numbers/buttons will be disabled).

3. This view shows **'Someone Else'** was selected from the question **Who is Picking up your child?**

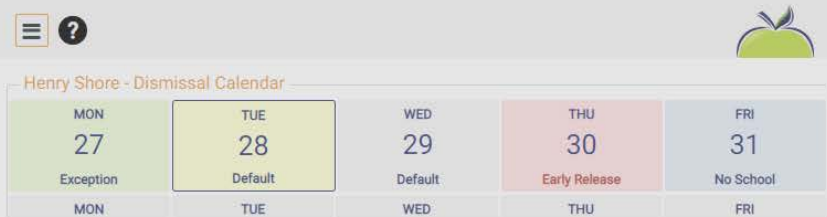The next question in this series asks - **Is this person the parent of another student?** Yes or No

4. This view shows **'Yes'** was selected.

   Next, type in some of the student's name and options will appear. *Select the appropriate student from the drop down.*
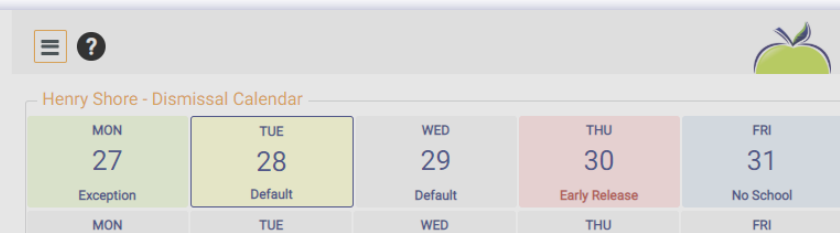
5. Once selected, a new question reveals - **Select the parent that is picking up your child:**

Again, the recommendation is selecting *Any Parent of <the student's name>.*

Choosing this option will allow all registered parents in their family to have access to pick-up your student. Selecting a specific person here will prevent others from having access to FastLane on that pick-up day (their Parent PIN numbers/ buttons will be disabled from picking up your child)
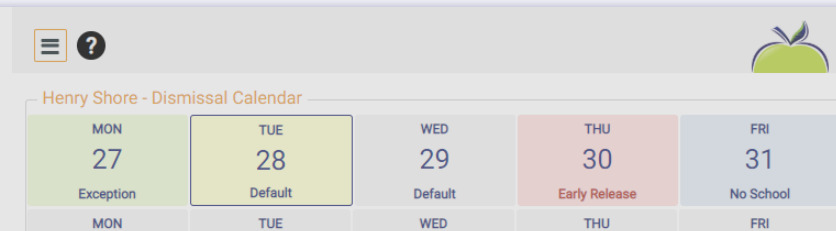
6. This view shows **'No'** was selected from the question **Is this person the parent of another student?**

Depending on your school's permissions and parameters set in place for their school, you may or may not see this view.

If your school has granted parent's permission to *Add View Only Parents* to their family, this statement will appear. If not, the view will advise *'Call your school to setup a View Only Parent'.*

If permitted, select the green *Add View Only Parent button*

7. Next, type in the person's first and last name, their email address and mobile number. Check the boxes - assigning this View Only access person to one or all of your family's students.

   Click *Submit*

Notice at the bottom one adult has already been added previously - Sharon Kelly. She has only been allowed permission to pick-up either Lisa Zuk or Matthew Zuk. Her Parent PIN number/ button will not allow her access to pick-up Bryan Zuk.

Add View Only Parent

View Only Parents are Family Members, Nannies, and Neighbors who occasionally or regularly assist with pick-up. They can only receive notifications and login to the View Only Screen to see upcoming dismissal instructions and their FastLane parent number.

Once added, these parents will automatically receive an email from SDM with their credentials. You may begin assigning this person for pick-up 1 hour after their profile is created.

NOTE: Some schools may not allow you to add view only parents and is the reason all of your children may not be listed here. If this is the case, for the child(ren) not listed, contact their school office and request this view only parent to be linked to your child. You will need to provide the office with the email address you used to create the view only parent.

First Name

Last Name

Email

Mobile Number

Students to Assign
☐ Bryan Zuk
☐ Lisa Zuk
☐ Matthew Zuk

Submit
Reset
Back to Calendar

Parent Name	Students Assigned	
Sharon Kelly	Lisa Zuk, Matthew Zuk	Edit

8. There are 3 different FastLane options schools may choose to use for their CarLine process. These parent views from the SDM App / Mobile website show each of these 3 methods. Check-in will begin 15 minutes before the dismissal bell rings.

Parent Self Check-in

QR Code Check-in

NumberPad Check-in