



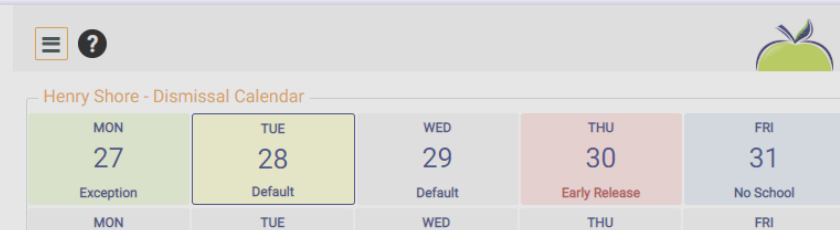
Car Line Dismissal

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.



Henry Shore - Dismissal Calendar

MON 27 Exception	TUE 28 Default	WED 29 Default	THU 30 Early Release	FRI 31 No School
MON	TUE	WED	THU	FRI

Add Exception

Tuesday, July 28th
(Lisa ZUK)

Dismissal Instruction:

Car Line

Who is picking up your child?

Yourself / Another parent in your family that is registered with SDM

Someone Else

Add Exception

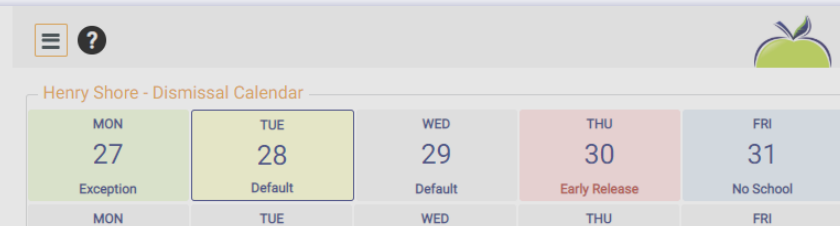
Cancel

Back to Calendar

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).



Henry Shore - Dismissal Calendar

MON 27 Exception	TUE 28 Default	WED 29 Default	THU 30 Early Release	FRI 31 No School
MON	TUE	WED	THU	FRI

Add Exception

Tuesday, July 28th
(Lisa Zuk)

Dismissal Instruction:

Car Line

Select the parent that is picking up your child:

Select a Parent

Sharon Kelly
Henry Shore
Zina Zuk

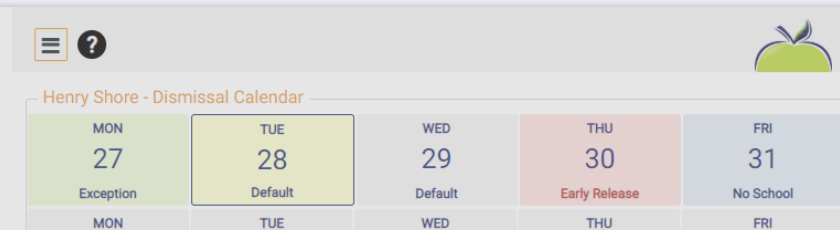
Any parent of Lisa Zuk

Cancel

Back to Calendar

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



Henry Shore - Dismissal Calendar

MON 27 Exception	TUE 28 Default	WED 29 Default	THU 30 Early Release	FRI 31 No School
MON	TUE	WED	THU	FRI

Add Exception

Tuesday, July 28th
(Lisa Zuk)

Dismissal Instruction:

Car Line

Is this person the parent of another student?

Yes

No

« Back

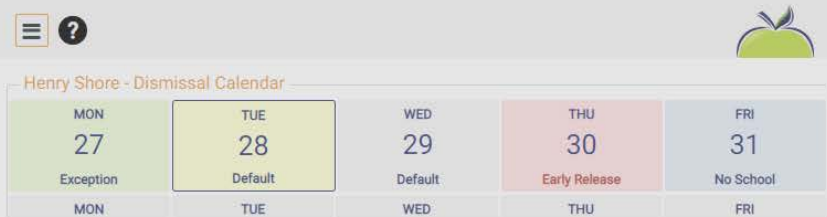
Add Exception

Cancel

Back to Calendar

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.*



Henry Shore - Dismissal Calendar

MON 27 Exception	TUE 28 Default	WED 29 Default	THU 30 Early Release	FRI 31 No School
MON	TUE	WED	THU	FRI

Add Exception

Tuesday, July 28th
(Lisa Zuk)

Dismissal Instruction:

Car Line

What is the student's name?

bis

Ben Bishop (Teacher: Lockhart)

Billy Bishop (Teacher: Nelson)

Add Exception

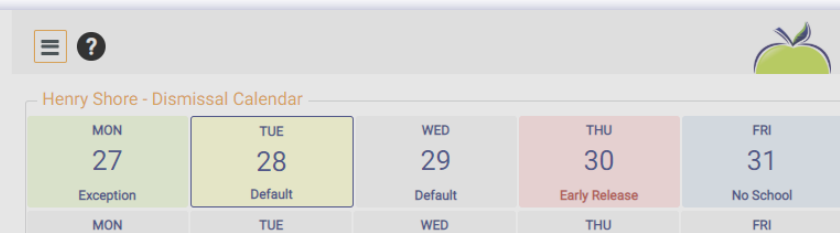
Cancel

Back to Calendar

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)



Henry Shore - Dismissal Calendar

MON 27 Exception	TUE 28 Default	WED 29 Default	THU 30 Early Release	FRI 31 No School
MON	TUE	WED	THU	FRI

Add Exception

Tuesday, July 28th
(Lisa Zuk)

Dismissal Instruction:

Car Line

What is the student's name?

Ben Bishop (Teacher: Lockhart)

Select the parent that is picking up your child:

Select Parent

Joe Bishop
Leena Bishop
Grover Cleveland
Sean Sachen

Any parent of Ben Bishop

Cancel

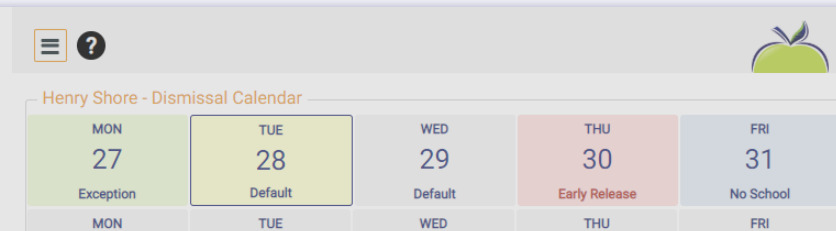
Back to Calendar

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*



Henry Shore - Dismissal Calendar

MON	TUE	WED	THU	FRI
27	28	29	30	31
Exception	Default	Default	Early Release	No School
MON	TUE	WED	THU	FRI

Add Exception

Tuesday, July 28th
(Lisa Zuk)

Dismissal Instruction:

Car Line

Before they can be scheduled to pick-up, you will need to add this person as a View Only Parent so they can be assigned a FastLane Parent Number. If you are not ready to enter this person now, click the Cancel button and you can access this same Add button at a later time from the top of your calendar.

« Back

Add View Only Parent »




Cancel

Back to Calendar

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 Sharon Kelly	Students Assigned Lisa Zuk, Matthew Zuk	Edit
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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

Debra Garfield - Dismissal Calendar

MON 6 Default	TUE 7 Default	WED 8 Exception	THU 9 Default	FRI 10 Default
MON 13 Default	TUE 14 Default	WED 15 Default	THU 16 Early Release	FRI 17 No School

Parent #: 7363

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

CLICK HERE TO CHECK IN:
Horizon Public School
Car Line
Students: Tyler Thompson, Stacy Thompson

Changes for Today's Dismissal Allowed Until 2:30 PM

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

Today's Dismissals Thursday, July 9th

- John Jones - Bus 9
- Sharon Jones - Bus 10
- James Yates - After School Care
- Matthew Yates - Bus 43 : Grandma's house

QR Code Check-in

Debra Garfield - Dismissal Calendar

MON 6 Default	TUE 7 Default	WED 8 Exception	THU 9 Default	FRI 10 Default
MON 13 Default	TUE 14 Default	WED 15 Default	THU 16 Early Release	FRI 17 No School

Parent #: 7363

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

CLICK TO CHECK-IN VIA QR CODE

Changes for Today's Dismissal Allowed Until 2:30 PM

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

Today's Dismissals Thursday, July 9th

- John Jones - Bus 9
- Sharon Jones - Bus 10
- James Yates - After School Care
- Matthew Yates - Bus 43 : Grandma's house

NumberPad Check-in

Debra Garfield - Dismissal Calendar

MON 6 Default	TUE 7 Default	WED 8 Exception	THU 9 Default	FRI 10 Default
MON 13 Default	TUE 14 Default	WED 15 Default	THU 16 Early Release	FRI 17 No School

Today's Pickup:
(Horizon Public School)
Tyler Thompson, Stacy Thompson
PIN: 7899

Parent #: 7363

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

Changes for Today's Dismissal Allowed Until 2:30 PM

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

Today's Dismissals Thursday, July 9th

- John Jones - Bus 9
- Sharon Jones - Bus 10
- James Yates - After School Care