

Dear Parents/Guardians:

Welcome to the 2016-2017 school year. Highland Elementary School utilizes *School Dismissal Manager* to facilitate a safe and efficient dismissal process. This system will enable you to communicate any changes in dismissal plans quickly and conveniently through the use of your computer or smartphone. Please make note of your user name and password which is needed to access your child's dismissal information. We ask that you begin using the system as soon as possible to make sure that your dismissal plans are accurate for the first day of school.

**Directions:**

1. **Passwords:** To access your account visit **[www.schooldismissalmanager.com](http://www.schooldismissalmanager.com)** and enter using the username and password. For security purposes we suggest that you update your password under *User Preferences* when you log in for the first time.
2. **Initial set-up:** Your child's transportation information was provided to *School Dismissal Manager* from the CPS Transportation Department, for example, bus, walker, y-care, or stork club. If you desire **a different default** from what is set for your child, **you will need to give us permission, in writing, in order for us to make the change. A default change to parent pick-up can only be made if your child is parent pick-up five (5) days per week.** If you fall in this category, please make sure to include that in your written request for default change. Once the permission note is received, we will change the default for your child. For example, if your son or daughter is a permanent parent pick-up, your information can be entered as "parent pick-up."
3. **Making Day-to-Day Changes to Your Child's Dismissal Plan:** Please log in to *School Dismissal Manager* if your child's means of transport will differ from the set default. If you need to change your child's dismissal plan for the day, please click on your child's name. The system will then give you the option to select an alternate dismissal plan for that day such as "early dismissal", "parent pick-up", "chess club" etc. Be aware that it may take the system a minute to record your changes. **Please note that if your child is staying for an afterschool activity, School Dismissal Manager must be changed for those days to reflect that.**
4. **Making a Re-occurring Change to Your Child's Dismissal Plan:** School Dismissal Manager has the ability to create re-occurring dismissal changes - for example "every Monday aftercare" or "every Tuesday chess club". The dismissal change can be set for as long as needed.
5. **Information to Remember:** Please note that you will have until **2:45 PM (12:45 PM on early dismissal days)** to change transportation plans for that day. Each school day, School Dismissal Manager sends a detailed dismissal listing to the school shortly after **2:45/12:45 PM**. The school **will not receive information entered past 2:45/12:45 PM**.

We appreciate your support in using this system to help keep school dismissal time safe and orderly. Please call the Highland front office if you need assistance or have any questions.