

October 5, 2020

RE: School Dismissal Manager Updates & Settings

Greetings TRS Families,

Our first day of School Dismissal Manager was a success! Thank you for having your pin numbers for pick up ahead of time. We did realize a few things at the end of the day when someone other than the registering parent was picking up students.

Please make sure you have completed the following steps:

1. Set up the Default Dismissal for the student in the calendar (bus, parent pickup (PPU), aftercare etc.). This is the way your child “usually” goes home.

If you need to change your child’s dismissal on any day, please go to <https://www.schooldismissalmanager.com/> and create an “exception” for the day prior to 2:00 PM

2. If selecting **parent pick up** it will prompt you to answer “**who**” can pick up the child, otherwise only the registering parent can pick them up with their own pin #. You will likely want to include anyone who regularly picks up your child so they can get their own pin number.

Enter Student Default for Monday:

Select a Default Dismissal: Parent Pick Up

Who is picking up your child?

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

Someone Else

SET MONDAY DEFAULT

REMOVE MONDAY DEFAULT

The defaults are set by day. You will want to set each day’s default with permission of who can pick up your child(ren).

3. If you would like to change a second parent/guardian from a “view only” to be able to make dismissal changes, the **registering parent** that received the original email can contact Brenda or Cindy in the TRS office and they can make the change for you.

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