

Westlake Charter School

Dear Explorer Families,

Welcome to School Dismissal Manager! School Dismissal Manager (SDM) is how we know how to dismiss students at the end of the day. **Teachers are instructed to release students according to parent selected dismissal options only.** If your students' dismissal option is not set, the teacher is not authorized to release your student and will need to call you to verify the dismissal for your student.

What actions do you need to take?

1. Please log in to your account and make note of your 4 digit SDM pin. This will be used to release students to the carline, as well as the walking line. We will not distribute placards this year - just keep your pin on your phone or memorize it to give to the staff member who is pinning for dismissal.
2. Log in to SDM and set your student's default dismissal option. This is the method your student will most often use to go home.
3. Schedule any regular exceptions using the "recurring exceptions" option.
4. If your student's dismissal instructions change, please create an exception in SDM before 10:00 AM each day. At 10:05 AM, SDM sends a report to teachers to let them know how to send each student home that day.
5. If you need to change your student's dismissal option after 10:00 AM, please call the school office at 916-567-5760.

[Click HERE](#) for the School Dismissal Manager login page.

[Click HERE](#) for detailed instructions on how to create an exception.

If you need help with School Dismissal Manager, please email tmendez@westlakecharter.com

Thank you for using this tool to help us keep the dismissal process safe and orderly for all our students. Please contact our office if you have any questions or concerns.

Sincerely,



Jenifer Callau

Principal

Westlake Charter School