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. If you used the SDM app last year, uninstall last year's app before installing the new app. Last year's app will no longer work.
2. Click HERE Add the SDM app to your phone, tablet, or web browser.
   a. **Android** – Open a Chrome browser window, go to www.schooldismissalmanager.com, and login. Then click the three stacked dots at the top right corner, scroll down and click on *Add to Home Screen*, and follow the onscreen instructions to install the app.
   b. **iPhone** – Open a Safari browser, go to www.schooldismissalmanager.com, and login. Then click on the box with the arrow pointing up, scroll down, and click *Add to Home Screen*. Type in (or click on if auto-filled) *SDM* and then tap *Add* to install the app.
3. 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.
4. 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.
5. Schedule any regular exceptions using the "recurring exceptions" option.
6. If your student's dismissal instructions change, please create an exception in SDM before 1:45 PM each day (12:00 PM on Wednesdays).
7. If you need to change your student's dismissal option after 1:45 PM, 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