

Dear ERMS Parents/Guardians,

**Welcome to School Dismissal Manager 2021-2022!** Using SDM with your smartphone or computer, you can quickly report when your child will be **absent, tardy, leaving early coming back, leaving early not coming back, or riding a bus to a friend's house** (no more notes or phone calls).

You will be receiving an email a few days before the start of school that will include your **user name and password**. At that time you can log into [www.schooldismissalmanager.com](http://www.schooldismissalmanager.com) for more information and to get started.

**Please note: Returning parents** will need to UNINSTALL last year's App before installing the new App (link will be available through the SDM website).

**Please make every effort to communicate your child's plan with them before they leave for school.** If you make a change in SDM after your child has left for school and they are unaware of the plan, please call the main office for assistance.

At the middle school level, you do NOT need to let us know about your child's plan at regular dismissal time (2:50). Just communicate that directly with your child. Our students are responsible for knowing what they are supposed to do at the end of the school day. The default dismissal on SDM will always show your child's assigned bus, even if they choose not to take the bus.

- Please report absences and tardies before 9:00a.m.
- When your student is tardy (which is any time after 8:00 a.m.), he/she is required to sign in at the Security Guard's desk *before* reporting to class.

We strongly suggest planning ahead to create any dismissal exception in SDM before 9:00a.m. as well. However, please note that the cut-off time for same day entries is 1:30p.m. on regular days and 9:45a.m. on early dismissal days. Calls are discouraged after cut-off times unless it is an emergency. We truly appreciate your cooperation with these expectations.

**Here are a few Fast Facts that will help you get started:**

1. Once you receive your login credentials, please use them to login to SDM at [www.schooldismissalmanager.com](http://www.schooldismissalmanager.com). As the old SDM App will no longer work, please remember to uninstall last year's App if you had it before installing the new App.

2. You will see a calendar with your child/children's names. Click on the child's name on the applicable date, then **select "Create Exception"**. A dropdown box will appear where you can choose:
- **Absent** (note the reason)
  - **Late Arrival** (note the estimated time of arrival and reason)
  - **Leaving Early, Coming Back** (note the time leaving, estimated return time, reason & name of person picking up)
  - **Leaving Early, NOT Coming Back** (note the time leaving, reason, and name of person picking up)
  - OR select the **friend's bus number** if riding home with a friend (note who they are riding with)

Then **"Update Schedule"**

**School Dismissal Manager** provides an easy and efficient way for you to communicate with ERMS as well as enable us to continue to comply with the State of Connecticut COVID safety guidelines.

Please contact Laura Zandri, Counseling Center Secretary/Attendance Coordinator at 203-894-5500, option 3, or Cecilia Rosevalt, our Main Office Secretary at (203)894-5500 if you have any questions.

Sincerely,

Jennifer Phostole, Principal

Tom Grace, Assistant Principal