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## Frequently Asked Questions/Quick tips for School Dismissal Manager (SDM)



### What is SDM?

SDM is a district wide student dismissal program designed specifically for Ridgefield Public Schools. Each school has a tailored format that fits the needs of their specific school schedule.

### What needs to be reported in SDM for middle school age students?

- Absences
- Late Arrivals
- Leaving Early Coming Back/Leaving Early Not Coming Back
- Riding a bus to a friend's house.

### What is the cut-off time that I can make a submission for the same day?

The cut-off time is 1:45 p.m. on a typical full school day. The cut-off time on Early Release days is 10:15 a.m.

### What is the difference between a default and an exception?

The default is what your child does most of the time. It will automatically show as "assigned bus", but you should change it to "pickup" or "walker" if they don't normally ride the bus. An exception is a change for a particular day. The only dismissal exceptions that need to be reported for middle schoolers in SDM are: leaving early (you need to pick your child up before 2:50) or if your child is riding a bus to a friend's house. You should also report when "Absent" or "Late Arrival".

**Do I need to report if my child is doing something different after school (at regular dismissal time)?** No. Please communicate directly with your child. Middle schoolers are responsible for knowing what they are supposed to be doing each day after school and that does not need to be reported. This can include taking the bus, walking, staying at school for a club or extra help, or being picked up. The only exception for regular dismissal time that should be input into SDM is if your child is riding a bus to a friend's house.

**Do I need to report if my child is being picked up after school?** No. Your child can be picked up any day after school and you do NOT need to input that into SDM. Please communicate directly with your child. You only need to report if your child is being picked up before 2:50 (our school's dismissal time).

### What if I miss the cut-off and have to make a change/exception after the cut-off time?

Changes after the cut-off time are **strongly discouraged** as we have found the communication between the office, student, teacher and bus driver are at a disadvantage due to time constraints. We will, however, honor emergencies only. Please call the main office for assistance.

### Can I pick up my child any time from school unexpectedly?

Unexpected pickups are **strongly discouraged** unless it is an emergency. We ask that you please plan ahead especially for prearranged doctor appointments, etc.

In case of an emergency, if it is before 1:45 p.m., please enter it in SDM. Also, call the main office at 203-894-5500 to let us know you are coming and at what time. Then, pull up to the front of the school and stay in your car. We will send your student out to you once you arrive. If it is after 1:45 p.m. (the cutoff time), you will need to enter the front vestibule and sign out your child with the security guard. We will then call for your child and have them meet you at the front of the school.

### What if I have to pick up my child during regular school hours for an appointment but plan to bring him/her back?

Choose the **"Leaving Early"** option. Then answer "Will the student be returning to school?" Please also note pick up time, estimated return time as well as who will be picking up your child. Please remind your child to sign back in at the security desk upon returning to school.

### School is already in session and I haven't received my username and password.

Please contact our main office secretary, Cecilia Rosevalt at (203) 894-5500 or Laura Zandri/Attendance Coordinator & Counseling Center Secretary 203-894-5500, option 3. If you have any more questions, please do not hesitate to call.