

Dear Parents,

Just a friendly reminder about the School Dismissal Manager program we have in place at ERMS! This program allows you to easily and remotely report **absences, tardies, planned early dismissals, and bus changes if going to a friend's house - all in one place!** It supports a contactless environment and eliminates the need for you to send notes or phone the school. However, the attendance line is still available for calls if needed (**for absences and tardies only**). (The Attendance Line direct number is 203-894-5510) **Early dismissals or bus changes need to be entered into SDM.**

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

Free apps are available for Android and iPhone users (see links near the bottom of the SDM homepage www.schooldismissalmanager.com) or you may log into SDM directly from their website www.schooldismissalmanager.com . Your user name is your email address (the one that you use for the parent portal) and your temporary password was emailed to you on or about August 27th, 2021. If you forgot your password, there is a "forgot password" link.

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 directly with your child. The default dismissal on SDM will always show your child's assigned bus, even if they choose not to take the bus.

- Please make entries before 9:00a.m. if possible (however, cut-off time for same day entries is 1:30p.m. on regular days and 9:45a.m. on early dismissal days)
- When your student is tardy (which is any time after 8:00 a.m.), they will sign in at the Security Guard's desk *before* reporting to class.

If you have any questions or need further assistance, please feel free to contact Marie Delio at mdelio@ridgefieldps.net or call 203-894-5500, ext. 4502.

Sincerely,

Jennifer Phostole, Principal