

## Darien Public Schools

Dear Parent,

Welcome to School Dismissal Manager! Through School Dismissal Manager, you can quickly and easily login and update instructions when your child's dismissal transportation needs to be changed. School Dismissal Manager notifies the school of your updates so that, effective **February 1, 2017**, it is no longer necessary for you to phone the school, send notes, or send an email to inform the school of your transportation changes. School Dismissal Manager will provide us with a more organized and efficient tracking system for afternoon dismissals.

The easy-to-use mobile and desktop interface will allow you to make these changes in advance or for the current day. You can also report absences, early dismissals, and even schedule recurring dismissal instructions for after-school activities such as scouting, drama, enrichment programs, soccer practice, etc.

We have already assigned your child a "default" dismissal which is their routine dismissal and is based on the information we currently have. Examples include, but are not limited to: Bus #, Car Rider, or Walker. Once you login, please check your child's default transportation and make sure it is listed correctly. If the default is incorrect and you need to change it, please call the school office and we will make that change for you.

When creating an exception for the current day, please note that the cut-off time is:

Hindley, Royle, and Tokeneke elementary schools: 1:45pm

Holmes and Ox Ridge elementary schools: 2:15 pm

After this time you will need to call the school office to make any changes for the current day.

### ***Here are a few Fast Facts that you will need to know for getting started:***

1. You will be issued a set of personal credentials for this school year. Please scroll all the way down to the bottom of this email for the website address and your Username/Password.
2. The Parent Login area is found at the top right of the homepage. Use the Quick Links feature on the Darien Public Schools website.
3. When you login for the first time, you will be prompted and required to change your password immediately.
4. Please refer to the [Parent Guide for Creating Exceptions](#) for details on how to use the system.
5. As you begin to use School Dismissal Manager, if you have questions, please check the Frequently Asked Questions (FAQs) link found in the Parent login area at the top of the homepage. Here, you will find answers to the most commonly asked questions. If your question remains unanswered after checking here, please contact the school office and we will be happy to assist you further.
6. When you start to receive the email notifications of changes or cancellations that are made for your child, please keep in mind that hitting *Reply* or *Reply All* on those emails **does not** reply to the school. If you need to respond to a notification (i.e., to inform the school it is incorrect, provide additional details, etc.) please call the school directly and talk with someone in the office.
7. **Do not** use the Recurring Dismissal feature to put in your child's "default" dismissal.
8. Each school day, School Dismissal Manager will send a comprehensive dismissal report to the school immediately following the cut-off time, allowing administrators and staff to facilitate a smooth dismissal.

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,  
Elementary Principals, Darien Public Schools