

Welcome to the 2025-2026 School Year!

The Sheehan School will continue using School Dismissal Manager (SDM) this year. SDM is an online system used to keep track of each student's attendance and afternoon dismissal plans. SDM is accessible from any mobile device or computer to notify the school of your student's attendance or dismissal instructions (early dismissals, bus, car line, walker, Enrichment Hub, and Extended Day Program.). Family/Caregiver participation is required to ensure that each student is safely and properly dismissed at the end of each school day.

Families/Caregivers, please log in to School Dismissal Manager and select default dismissals for each day of the week for your student(s). **All default dismissals MUST be selected by Monday, August 18th**. Please note that bus numbers may not be available by this date, but it will be your responsibility to login into School Dismissal Manager once you know this information and update your student's bus number (if applicable). **This will ensure a smooth dismissal process on the first day of school, Wednesday, August 27th.**

As you can imagine, the first few weeks of school are extremely busy and it is very difficult for Mrs. Erwin to be making phone calls home to check on your student's dismissal.

NOTE: New and returning families must log in to select default dismissals for your student(s). Last year's dismissals are no longer in the system.

School Dismissal Manager also allows families to update instructions when their student's dismissal needs to be changed. This can be done quickly and easily through the app or on your computer. **Please note that when creating an exception for the current day, the cut-off time is 11:00 AM**. After the cut-off time, you will need to email Mrs. Erwin to make any changes for the current day. **Please make any changes prior to the cut-off time.**

School Dismissal Manager can be used from your computer or smartphone browser (you can download it for free from your App Store on your phone). It notifies the school of your updates, so you don't have to call or email to let anyone know. However, if you would like to send an email to Mrs. Erwin to confirm that the change has been noted, you are still welcome to do so.

Once you log in, look at the top menu and click on "*Parent Preferences and Student Default*" to change your child's default dismissal instruction within the settings.

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

1. New parents have been issued a username and temporary password at the top of this email. Returning parents can use their existing parent login credentials, using the same email address you used last year. Please use these to log in to SDM at www.schooldismissalmanager.com.

2. The Parent Login area is found at the top right of the SDM homepage.
3. When you log in for the first time, you will be 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 SDM 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 Mrs. Erwin will try to assist you further.
6. **Do NOT use the "Recurring Dismissal" feature to put in your child's "Default" Dismissal.** The Default Dismissal is the main dismissal for your student and spans the ENTIRE week. Weekday Defaults may be set for individual days of the week if the student's routine varies. It is **important to note** that the Weekday Defaults override the main default.
7. Each school day, School Dismissal Manager will send a comprehensive dismissal report to all teachers and staff at the Sheehan immediately following the cut-off time, allowing us to create a smooth and efficient dismissal for all of our students.

*****Please note the bus choices.** This year, in addition to dismissing students to the carline, to walk home, to Extended Day, or to a yellow bus going home, we will also dismiss students who will ride a yellow bus to go to a program called Westwood Enrichment Hub if they have been enrolled by their parent/guardian in that program. To ensure that we are closely tracking students, we want to print separate bus lists for the students who are going HOME and others who are going to the Westwood Enrichment Hub.

This year, the options you will see are below:

- Carline
- Walker
- Van
- Extended Day
- Bus 1 - HOME
- Bus 1 - ENRICHMENT HUB
- Bus 3 - HOME
- Bus 3 - ENRICHMENT HUB
- Bus 8 - HOME
- Bus 8 - ENRICHMENT HUB
- Bus 15 - HOME
- Bus 15 - ENRICHMENT HUB

Thank you for using this tool to help us keep the dismissal process safe and orderly for all our students. If you have any questions, please contact Mrs. Erwin.

Kristen Evans and Eileen Erwin