

East Ridge Middle School

Dear ERMS Parents/Guardians,

We are excited to announce the launch of School Dismissal Manager! This program will allow you to remotely report absences, tardies, planned early dismissals, and bus changes if going to a friend's house - all in one place! This will support a contactless environment and eliminate the need for you to send notes or phone the school. We will, however, keep the attendance line available for calls if needed. (The Attendance Line direct number is 203-894-5510)

Free apps are available for Android and iPhone users or you may log into SDM at www.schooldismissalmanager.com. Your user name is your email address (the one that you use for the parent portal). Once you login, you will be asked to change and personalize your password. Please check your child's default transportation (which is their regular bus#) and make sure it is listed correctly.

Some of you may be familiar with SDM from our elementary schools. Please note that the main difference at the middle school level is that students are responsible for their own end of the day dismissal plan. **Please make every effort to communicate your child's plan before they leave for school if their plan is different that day.** If you make a change in SDM after your child has left for school and they are unaware of the alternate plan, please call the main office for assistance.

SDM is designed ONLY for attendance (reporting absences and tardies), planned early dismissals (pick-ups before 2:15p.m.) and bus changes if a student is going to a friend's house after school.

Please report absences and tardies before 9:00a.m. When your student is tardy (which is any time after 8:20a.m.), he/she will sign in at the security desk and report to their class.

We strongly suggest to plan ahead and create any dismissal exception in SDM before 9:00a.m. as well. However, please note that the cut-off time is 1:00p.m. on regular days and 9:00a.m. on early release 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 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. Please use these to login to SDM at www.schooldismissalmanager.com.

2. If you need to pick up your child for an appointment and are planning to bring them back, please select your student and date from the calendar, and add an Exception by choosing "Leaving Early, Coming Back". Note the time leaving, estimated return time, reason & name of person picking up.
3. If you are planning to pick up your child early and will NOT bring them back, there will be an exception labeled "Leaving Early, Not Coming Back". Note the time leaving, the reason, and the name of the person picking up.
4. If your child is taking a bus home to a friend's house, you may select that bus number and in comments, specify who your child will be riding home with.

We believe that School Dismissal Manager will provide a fast and efficient way for you to communicate with ERMS as well as enabling us to comply with the state's COVID safety guidelines.

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

Sincerely,

Tricia Raneri, Principal

Tom Grace, Assistant Principal