

Silent Dismissal Guide SCHEDULING AFTERCARE

- Silent Dismissal is the online tool that parents use to tell the school how they want their children dismissed at the end of the day. This helps keep your kids safe!
- Using Silent Dismissal is mandatory that means every family must use the tool to set where their children go at dismissal time.
- If your child does the same thing every day at dismissal time, you only need to set this once, and you don't need to touch it again until you need to make a change!
- Just set Silent Dismissal to Aftercare ONLY on days you need it. That's all you need to do!

Scheduling Aftercare on the same days each week

Sign in to Silent Dismissal at yinghua.sdcs6.com. Use your email as the User ID. Enter your password.

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School Informatio	n							
		英華	Yinghua A 1616 Buch Minneapole	ademy Contact ana Street NE Libby Namoy NN 55413 (bit) 2000 (612) 788-9055			ny.org	
Account Profile								
1	Test		Tester	D	dismissal@yinghuaacade	emy.org		
Students O								
		First Name	Last Name	Pick Up ID	Bus Stop	Status	Today	
0	10	3835	8888	3333	×	Normal	Carpool	1

Click the blue pencil icon ito open your Monday-to-Friday default schedule. For each day you want to schedule Aftercare, use the dropdown to select Aftercare ONLY.

Set default dismissal method for	each day and up to five (5) optional n	nethods
Monday	Pick Up	\sim
Tuesday	Pick Up	~
Wednesday	Pick Up	~
Thursday	Aftercare ONLY to Cafeteria	
Friday	Aftercare ONLY to Cafeteria	\sim

If you don't see Aftercare ONLY as an option, scroll down to the last section on your Monday-Friday screen, and you'll see options to add. Select Aftercare ONLY as an option. Click SAVE.

Select up to 5 more distinct g overrides on individual days in th	roups not used above as options for e future	setting current day
Option 1	Lego League/Lego Robotics	~
Option 2	Sister School Video Conference to 3	$\mathbf{\times}$
Option 3	Tutoring	~
Option 4	Pick Up	~
Option 5	Aftercare ONLY to Cafeteria	~
		Cancel Save

Scheduling Aftercare only for today: Current Day Override

School Inform	ation					
	英華			Yinghua Academy 1616 Buchanan Street NE Minneapolis, MN 55413		
Account Profil	e					
1	Test		Tester			
Students O						
\frown		First Name		Last Name		Pick
Ø		3033		8888		

Before 3:00 PM on the day you need Aftercare, sign into Silent Dismissal. On the Account Profile page, click on the blue check-mark icon \oslash on the left of the page to see your Current Day Override screen. Select Aftercare ONLY. If you don't see Aftercare ONLY as an option, see above for adding options.

Aftercare ONLY vs. Aftercare + Classes/Music Lessons

Yinghua will set all students registered for Enrichment classes or music lessons to Aftercare+Classes and Lessons at the beginning of a term. Aftercare ONLY is for students who have not registered for a class or lesson on that day.