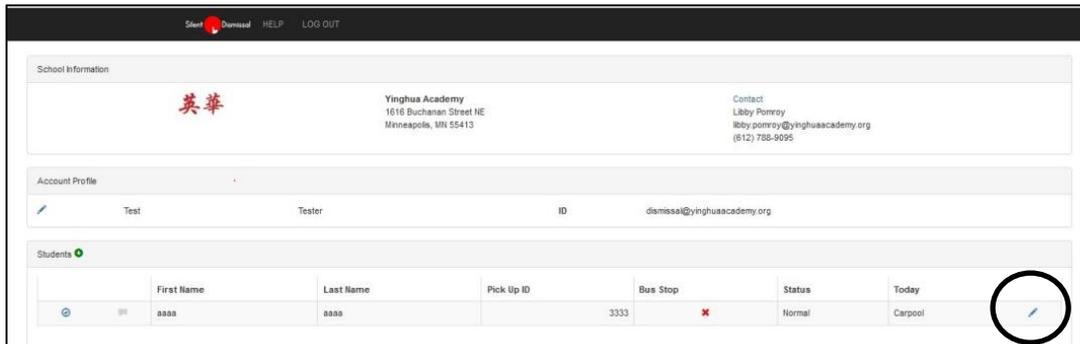


# Silent Dismissal Guide

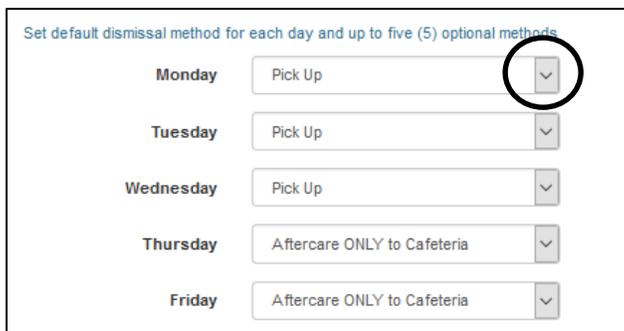
## SETTING YOUR SCHEDULE

### Set up a Monday to Friday default schedule

Sign in at [yinghua.sdcs6.com](http://yinghua.sdcs6.com). Enter your email address for the User ID and your password.



On the **Account Profile** page, click the blue pencil icon to open your default schedule. Use the drop-down menus to select your choices for each day – your default settings.



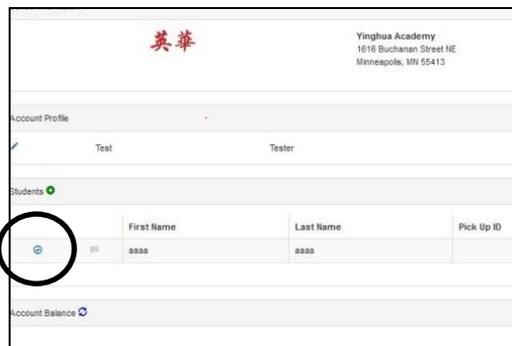
- Think of your default days as ALL Mondays, ALL Tuesdays, etc.
- What is set here is what Yinghua will follow on that day of the week UNLESS you set an override.
- ALWAYS click SAVE way at the bottom of the page after you make a change.
- You can change this up until 3:00 on the day of the change.

#### Dismissal options

- Pick-Up:** Either drive-up on Fillmore or walk-up to Door 2
- Bus:** Your assigned, pre-registered bus, number 1-9.
- Club:** Non-school sponsored (Scouts, Lego League)
- Tutoring:** Teacher- or school-scheduled
- Walk or Bike Home:** Student walks/bikes unescorted.

- Athletics:** Yinghua after-school sports: those that meet only at school and traveling teams. Yinghua sets this for those registered.
- Other:** Sister-school video conference or Yinghua functions.
- Aftercare+Classes/Music Lessons:** Yinghua sets this if your child is registered for Enrichment and/or after-school music lessons.
- Aftercare ONLY:** This is the way you sign up for Aftercare.

### Set Current Day Override – an easy change just for today!



#### Don't mess up your default schedule, just override it!

- Sign in to Silent Dismissal before 3 p.m. on the day of the change.
- Click the blue checkmark icon to the left of the screen. 
- (It's a red clock after 3 p.m. – too late to make a change.)
- On the pop-up menu, select your dismissal change for today.
- You can make a Current Day Override ONLY before 3 p.m. on the same day as the change.
- When the day ends, the override change disappears; your default schedule is untouched.
- Yinghua will follow the override dismissal choice when it is set.

#### Not seeing the option you need on your Default menu or Current Day Override menu?

Go back to the Account Profile page. Click the blue pencil icon. Scroll to the bottom set of options. You can add up to five choices you'd like to see on your Default and Override dismissal options menus. Click SAVE.