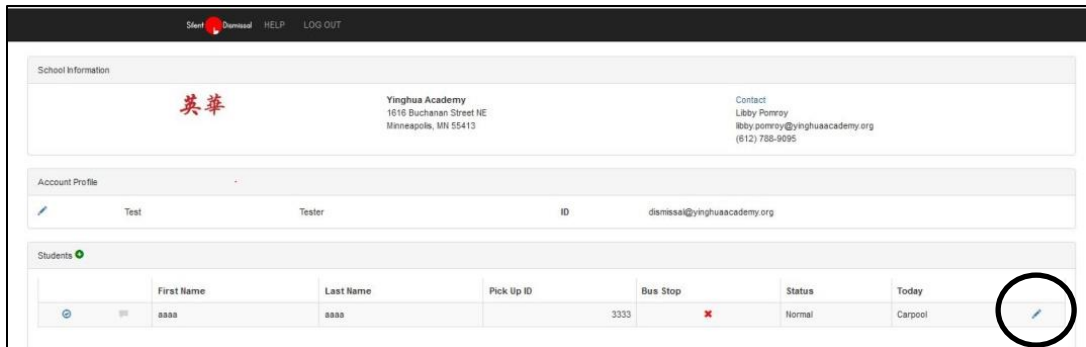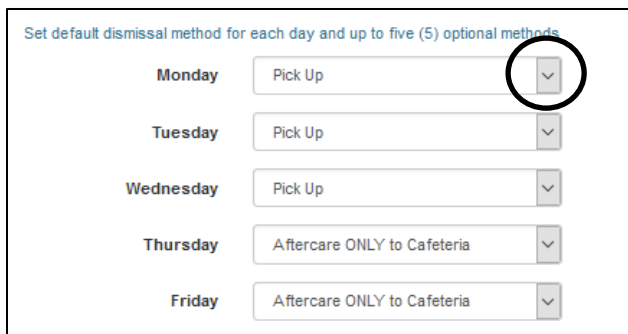# Silent Dismissal Guide
SETTING YOUR SCHEDULE

Set up a Monday to Friday default schedule

Sign in at 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.
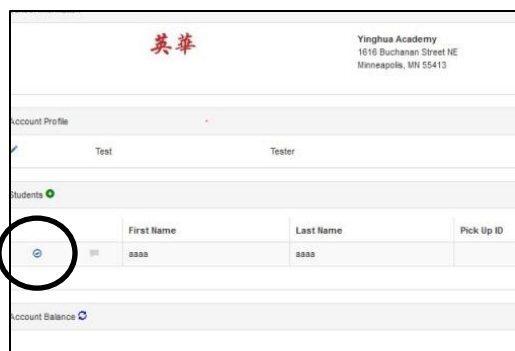

- Think of your default days as ALL Mondays, ALL Tuesdays, etc.
- What is set here is what Yinghua will follow on that day of the week UNLESS you set an override.
- ALWAYS click SAVE way at the bottom of the page after you make a change.
- You can change this up until **2:45** on the day of the change.

Popular dismissal options
Pick-Up: Either drive-up on Fillmore or walk-up to Door 2
Bus: Your assigned, pre-registered bus
Club: Non-school sponsored (Scouts, Technovation)
Tutoring: Teacher- or school-scheduled, not private
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: Yinghua functions not otherwise listed.
Aftercare+Classes/Music Lessons: Set this if your child is registered for Enrichment , after-school music lessons or private tutoring.
Aftercare ONLY: This is the way you sign up for Aftercare.

Set an Override – an easy change for a single day

Don't mess up your default schedule, just override it!
- Sign in to Silent Dismissal before **2:45 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 2:45 – too late to make a change.)
- On the pop-up menu, select your dismissal change for today.
- You can make an override before 2:45 on the same day as the change, or set an override for a date in the future.
- 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 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.