

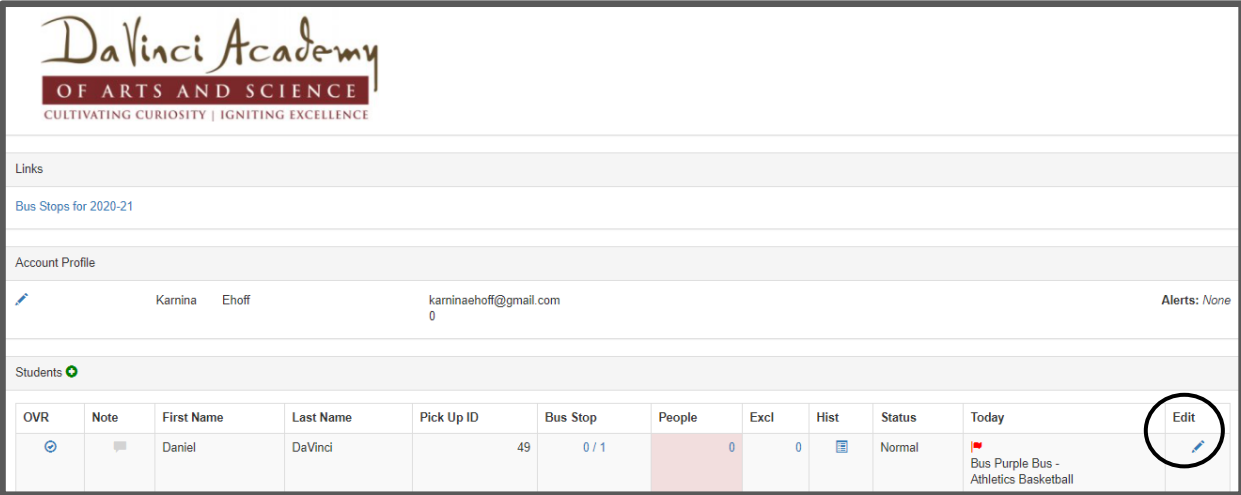


# Silent Dismissal Guide

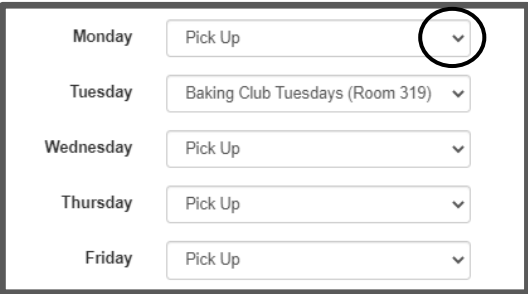
## SCHEDULE & APP ACCESS

### Set up a Monday - Friday default schedule

Sign in at [www.davinci.sdcs28.com](http://www.davinci.sdcs28.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 default settings. Think of your default days as ALL Mondays, ALL Tuesdays, etc. What is set here is what DaVinci will follow on that day of the week UNLESS an override is set.



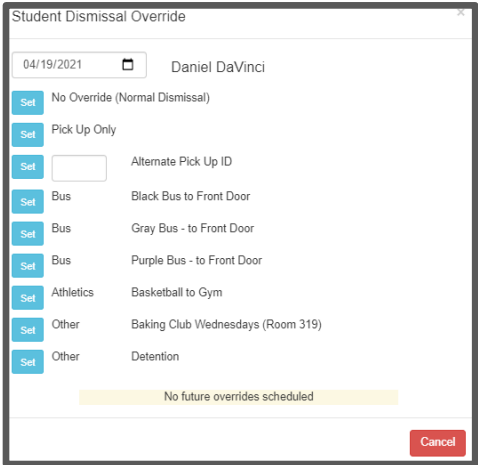
### Dismissal Options – Select the following as they apply to your student(s)

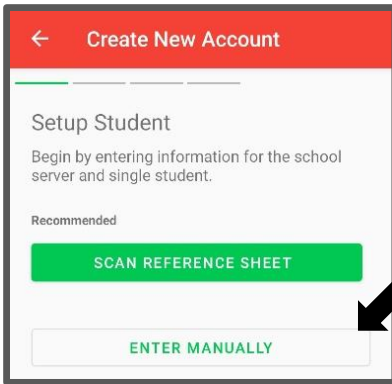
- Pick-Up:** Student will be picked up by their parent at the east door.
- Bus:** Student will ride the bus. Select their pre-registered bus color.
- Extra Curricular Classes:** Student is registered for and will attend an after school class.
- Extended Care:** Days requested in the DaVinci Den program will be pre-assigned each month based on preferences.

### Set current day override – an easy change for today only

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

- Sign in to Silent Dismissal before 1:30PM on the day of the change.
- Bussing changes can only be made after 1:30PM by calling the office.
- Click the blue checkmark icon to the left of your student's name. If the clock is red it is too late to make a change, please call the school.
- On the pop-up menu, set your dismissal change for today.
- When the day ends, the override change disappears; your default schedule remains active.
- DaVinci will follow the override dismissal choice when it is set.
- Double check override settings for additional family members if they need to be changed.





## Download the Silent Dismissal App

*Dismiss your students from your car!*

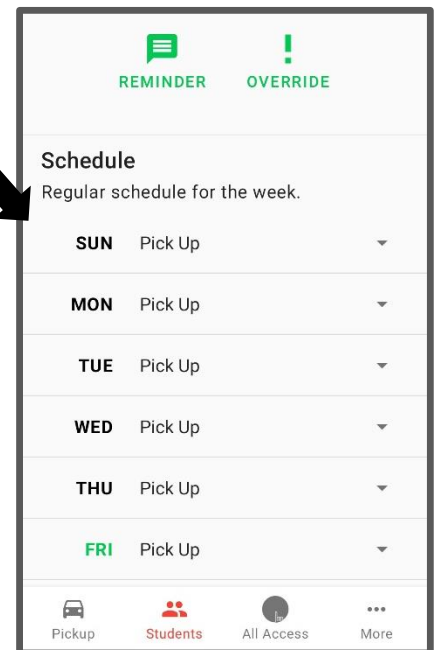
Create a new account

- If you have the reference sheet scan the barcode to register
- Enter the information manually
  - School domain: `davinci.sdcs28.com`
  - Student reference: *call the school for your student's unique reference code*
    - Repeat this process for each additional student
- Enter your email address and create a password
- Email the school office at [office@davincicharterschool.org](mailto:office@davincicharterschool.org) so we can enable access to features with no cost to you
  - Please provide your brand of phone (ie: Android or iPhone)

***The Silent Dismissal app will not work until you email or call the school and provide your phone information.***

Setting schedules and overrides

- Tap on "student"
- Tap each student to view and change their current default schedule
- To make a change for **today only** tap the "Override" button
  - Enter the date of the override
  - Select the override type



Dismissing your child at the end of the day

- Open your app when you are lined up in the parking lot
- Tap on "pickup"
- The pickup location should default to the East Door
- Click "call students"

Students will see the notification in the classroom and proceed to the East Door