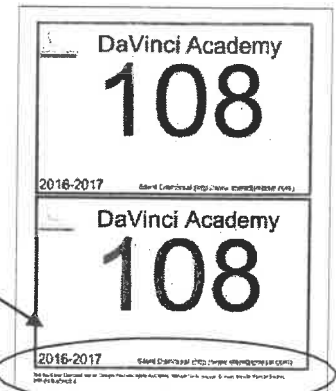


Silent Dismissal Registration Steps

All families need to register on the Silent Dismissal program to confirm transportation plans for your child.

To complete this, you will need to reference your car tag sheet. Each sheet provides you with the needed reference numbers and codes and two car tags (which go on your dashboard) to use in your vehicles.



1. Go to the <http://davinci.sdcs28.com/>. You will need to create a parent account and use the numbers and letters associated with your child's account listed at the bottom of the car tag sheet (for example 155-dPeR34g72Z). Not the large 3-digit number; that is your family number.

- a. The reference # is the first 4 digits before the dash, the code is the remaining 10 characters after the dash. See below for an example:

155 - dPeR34g72Z

- b. If you need to add additional students to your account, select the green "+" button next to "Students". Enter the reference numbers and codes for each child as listed on the car tag sheet provided.

- c. Your student information will look like this:

Students +

	First Name	Last Name	Car ID	Bus Stop	Status	Today	
<input checked="" type="radio"/>	test	aaa	4999	✗	Normal Dismissal	Bus 5-8 Blue bus	
<input checked="" type="radio"/>	Test2	aaa	4999	✗	Normal Dismissal	Carpool	
<input checked="" type="radio"/>	Samuel	Fischer	108	✓	Normal Dismissal	Carpool	

- d. Click on the **pencil** on the right hand side of the student information to review your preferences. (Note: "Carpool" stands for parent pick-up)

- i. First you **set your default** selection for Monday through Friday

Set default dismissal method for each day and up to five (5) optional methods

Monday	Individual Carpool	▼
Tuesday	Individual Carpool	▼
Wednesday	Individual Carpool	▼
Thursday	Individual Carpool	▼
Friday	Individual Carpool	▼

davinci.sdcs28.com says:

Bus selection will NOT be saved until a bus stop and authorization are defined for this student

OK

You will get this notification if you choose a bus. Continue with the steps.

- ii. Second you should **select alternate dismissal plans** here. This allows you to easily change dismissal plans in the future (e.g. for extracurricular activities).

Option 1	After School Activities	▼
Option 2	Blue bus	▼
Option 3	Individual Carpool	▼
Option 4	Individual Carpool	▼
Option 5	Individual Carpool	▼

Bus Stop for Test2 aaa

Bus stop and authorization fields are mandatory

Bus Stop Not Set ▼

Authorization Not Set ▼

Authorized List Enter the names of persons authorized to pick up the child at the bus stop to add to the list. Only saved when you click on the **Save** button.

Authorizations

Not Set Parent has not set the authorization for the student at the bus stop.

Unsupervised. Child has permission to remain at the stop or walk home from the bus stop unsupervised.

Parent Only. Only the parent is authorized to pick up at the bus stop. If the parent is not at the stop the child will remain on the bus until a parent meets them at another stop.

Adult Supervision. Child has permission for an authorized person to pick up or supervise them at the bus stop. If an authorized person is not at the stop the child will remain on the bus and an authorized person will meet them at another stop.

2. If your child is riding the bus you will need to click on the **RED X** under the **BUS STOP** section in order to choose a bus stop for your child.

You will also need to choose whether your child can walk home from the stop, be left with another person, or only get picked up by you at the stop.

(Note: This step cannot be completed if you have **NOT** registered for a bus stop location, Please contact the school office for the registration form link).

3. Cut out the car tags and place one in each vehicle used to pick up your child from school.
 - a. If you carpool with another family, you will need to display both tags or write both numbers on the car tag given to you.
 - b. Extra car tags can be requested from the School Office.
4. If you want to use the phone app, download and pay for it through your phone app provider. The name of the app is "Silent Dismissal".

Your child will be sent home from school based only on the selections that are set through the parent access on Silent Dismissal. For any day or week that you need to adjust your child's end of day directions, please log in to your parent account or phone app and indicate those changes no later than **2:45 pm**. This includes changes for extra-curricular activities, travel home with friends, or any change in the pre-set directions.

Lastly, to make changes for the current day only, log in to your account prior to 2:45 pm and select the blue check mark to the left of the child's name and select the appropriate dismissal.

Students +

First Name	Last
<input checked="" type="checkbox"/> Samuel	Fischer

Student Explicit Dismissal for Today

Samuel Fischer

<input type="button" value="Set"/>	Normal Dismissal
<input type="button" value="Set"/>	Carpool Only
<input type="button" value="Set"/>	Alternate Carpool
<input type="button" value="Set"/>	Bus Blue bus
<input type="button" value="Set"/>	After Care After School Activities

Cancel