

# safeDISMISSAL.com - Teacher Start of School Checklist

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At the beginning of school, things can be hectic. In order to make for a successful dismissal process please follow these steps – BEFORE THE FIRST DAY OF SCHOOL's DISMISSAL.

In order to have a successful dismissal process, all teachers will need to complete the following steps BEFORE the first day of school.

1. Log in to [www.safeDISMISSAL.com](http://www.safeDISMISSAL.com) using your login information. Usually this is your email address (your user name and password are the same)
2. Click the Remember Me box so that the system remembers your login information. Also, save this web location (bookmark) for quick access in the future.
3. Click on the blue box – Perform today's dismissal.
4. Select a previous dismissal. Notice how there is a date next to Afternoon Pickup. For right now, just select the latest one. During an actual dismissal, select the one with today's date.
5. Project the screen to your smart-board or decide how you will arrange things so the entire class can see it.
6. Turn your volume up and make sure the students can hear the DING. You can press the Play button (arrow) to play the DING again.
7. These are the steps you will follow every day at dismissal time. Please confirm daily that on step 3 above – YOU MUST SELECT THE DISMISSAL FOR THE CORRECT DATE. If a particular date's dismissal is not displayed, stay on the SELECT screen, pressing REFRESH, until it appears.
8. Press the myHOMEPAGE link at the top.
9. Next click the Add/Remove students from this safeZONE button.
10. Confirm that all of your students are listed on the right hand side of the screen. You should see all of your students listed. If there are missing students, simply find them in the left hand side and Press Add. This screen is how the system knows who is in your classroom during dismissal.