

safeDISMISSAL.com – Scout – quick tips

Daily Dismissal Steps (Perform these every day before dismissal)

1. Login to www.safeDISMISSAL.com with the SCOUT login information. (Click the Remember Me)
2. Press the BLUE “Press here to start dismissal box”.
3. Confirm the correct dismissal NAME (Afternoon pickup) and DATE (today’s date).
4. **SELECT THE CORRECT DISMISSAL TYPE FOR WHICH YOU ARE PERFORMING SCOUT.**

Performing the Scout function

1. Enter numbers as cars pass.
2. Upon entering a number watch for any security Alert messages to display.
3. If there is any concern about the security message and the vehicle, press the ALERT button.
4. If the number is not found, please confirm the correct number. Press the Delete button OR the “Attach next to previous button” if on a cell phone.
5. For carpools, type in both numbers separated by a space.
6. DO NOT LET A CAR PASS YOU WITH KEYING IN A NUMBER.

Please DO the Daily Dismissal Steps portion – BEFORE DISMISSAL STARTS.

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Misc. Info

1. You can type text into the pickup number to be displayed in ALL classrooms. Instead of spacing words with a typical “space” use a “-“. Example: “The-End”, OR “John-Smith”
2. Use the Dismissal Status dropdown to change the dismissal status. Active and Completed will keep the list of students visible within the classroom. Paused and Alert will hide the list of students from within the classroom.
3. Use a Dismissal Group to call multiple pickup numbers at one time. Example use would be to call a Bus #. The bus # would be associated with many pickup numbers.
4. Click the Page Student button to send a text message to the office to have the last student entered “paged”. The text will include the dismissal type of the scout and the pickup location.
5. You can change the Location field to “reset” the locations. If you feel your locations are off, change the Loc field to 1 AND tell the parent to stop at location 1. That will fix your locations.

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