
Frequently asked Questions/Quick tips for School Dismissal Manager (SDM) - 2026/27



What is SDM?

SDM is a district wide student dismissal/attendance app designed specifically for Ridgefield Public Schools. Each school has a tailored format that fits the needs of their specific school schedule.

School is already in session and I haven't received my username and password.

Please contact Mrs. Lauren Canizares, our Main Office Administrative Assistant, at (203) 894-5725 x3350 or Carolyn Hamilton, our Guidance/Attendance Administrative Assistant at x3417.

Why can't I sign in with my SDM App this year?

You must delete the old SDM app and upload the latest version from the App Store.

How do I create an absence, late arrival or an exception?

Click on the SDM calendar and select the day and follow the prompts. If your child is going to a friend's house, click on "Add Exception", select the friend's bus number and follow the prompts. All bus numbers are listed under the exception tab. You will also find options for absences, leaving early, parent pickup, B&G van and walker. ****At the Middle School level, students are expected to know what after school activities they are signed up for. Therefore, SDM is not used for those circumstances.***

What is the cut-off time for creating an absence in SDM?

We ask that absences and tardies be put in no later than 9:00 a.m.

What is the cut-off time to make an exception on a typical and/or early release day?

The cut-off time to make an exception is **2:00 on typical days and 10:00 a.m. on early release days.**

**Please refer to the Ridgefield.org website to view our district school calendar so that you can plan in advance for scheduled early releases.*

What if I miss the 2:00 p.m. cut-off time and have to make a change or exception after that time?

Changes after the cut-off time are **strongly discouraged** as we have found the communication between the office, student, teacher and bus driver are at a disadvantage due to time restraints. We will, however, honor emergencies so please contact the main office for assistance. If you have a dismissal change that your child is NOT aware of, please reach out to the Main Office in order to have your child notified of the last minute change.

What is the difference between a default and an exception?

A default is your child's original district assigned bus number which you will find in PowerSchool, under the transportation tab. SDM does not show a default bus number - it is referred to as "assigned bus". In SDM, you may change the SDM default to recurring daily or weekly by choosing parent pickup, Boys and Girls Club van or walker. Follow the prompts on the home page by clicking on the upper left stack icon.

Can I pick up my child any time from school unexpectedly?

Unexpected pickups are strongly discouraged unless it is an emergency/illness. Please use the "**Leaving Early**" option. We ask that you please plan ahead, especially for prearranged doctor appointments, bus changes, etc.

What if I have to pick up my child during school hours for an appointment but plan to bring my child back?

Click on the "Leaving Early" option under the "Add Exception" tab on the SDM homescreen. Follow the prompts (this will not affect any dismissal exceptions already set up for later that day). If you are NOT planning on bringing your child back, then please use the same tab and answer the prompted questions accordingly.

If you have trouble logging in or have any more questions, please do not hesitate to call the Main Office. (OVER)

Everything you need to know about Arrival Time and Early Dismissals for Scotts Ridge Middle School...



- . A typical full day at Scotts Ridge Middle School is from 8:00 a.m. - 2:50 p.m.
- . Doors open at 7:45 am for early morning student drop off. Grade 6 students report to the cafeteria and grades 7 and 8 report to the gym. NO CELL PHONE or SMART WATCH usage allowed once students have entered the building.
- . Attendance is taken in the homeroom at 8:00 am SHARP. Students are considered tardy if they are not in their assigned homerooms by 8:00 am. After 8:00 am, they will need to sign in at the Main Office before going to class.
- . If the student drop off line is redirected to the main entrance for drop off, assume your child's HR teacher will have marked them absent or an unexcused tardy. It takes a solid 3 minutes for them to get to their homerooms from the main office. To avoid receiving the ROBO call, texts and emails, please excuse your child's tardiness in SDM under "Late Arrival".
- . Students are considered absent for the day if arriving after 11:30 a.m.
- . Students leaving before 11:30 a.m. will be marked as absent for the day.
- . Early pick up (any time before 2:30pm), is considered a curbside pick up. Parents will need to call the main office to let us know they have arrived. Please pull up to the main entrance and wait for your child to be dismissed by the Security Guard/Main Office.
- . Students being dismissed from the Parent Pickup Car Line will be dismissed at 2:50 pm. Please make sure your child knows who will be picking them up from the Parent Pickup line.

Anticipated/Scheduled Early Dismissals days are from 8:00 a.m. - 11:05 a.m. All scheduled Early Dismissal/PD Days for teachers are noted on the [District Calendar located under Calendar](#) which can be found on the [Ridgefield.org](#) website.

Unanticipated/Emergency Early Release/Dismissal procedures are as follows: (storms, power outages, etc.)

Should there be an unplanned Early Dismissal due to inclement weather, power outages, etc. you will be notified by the District Office and/or the Bus Company via email, phone, etc. for instructions and procedures.

ALL AFTER SCHOOL RELATED ACTIVITIES, PPT Meetings, etc. will be cancelled and students will be sent home on their DEFAULT BUS unless the main office staff is otherwise notified in writing of an alternate plan by **10:00 a.m.**

Depending on the closure, the Boys and Girls Club may also be closed. In that case, they should be contacting you directly. **All families should have an emergency plan set in place during emergency closures.**