



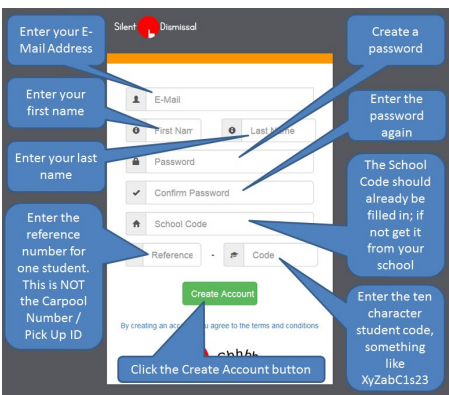
# Parent Action Needed: Grades K-5 Registration Steps

Eagle Ridge Academy uses Silent Dismissal for all K-5 student dismissal during the school year. Silent Dismissal is an end-of-day student dismissal system that enables students to get to where they need to go (car pickup, bus pickup, or after-school clubs) in an orderly, safe fashion. **If you created a Silent Dismissal account last year, that account is still active; you do not need to create a new account.**

Parents will receive transportation tags in Back to School Folders at Meet Your Teacher Night. Two tags are included in the folder:

- **Student Pickup Numbers.** Bus tags are printed on the colored paper of the bus rider. Car pickup tags are printed on white paper.
- **Parent Car Pickup Signs with Pickup Numbers.** These will be used during car pickup by placing on your car’s dashboard. IMPORTANT: Parent signs include a reference number and code that you will use to create your Silent Dismissal account, if needed.

**Important note:** In the Silent Dismissal system, car pickup students will be automatically assigned to car pickup and bus students are automatically assigned to their bus beginning the first day of school. The only times parents will need to make changes in the Silent Dismissal system, using the steps below, are 1) if you wish to switch your child from their normal bus to car pickup, or 2) if you wish to make arrangements for your child to ride home with another ERA family.



## How to Set Up and Use Silent Dismissal

**1. Parents will create their Silent Dismissal account.** To complete this, you will need to reference your Parent Car Pickup Sign. Each sign provides you with the needed reference numbers and codes and two car tags (which go on your dashboard) to use in your vehicles.

- Go to <https://eagleridge.sdcs39.com> OR click the Silent Dismissal Link on the front page of the Eagle Ridge Academy website: [www.eagleridgeacademy.org](http://www.eagleridgeacademy.org)
- Click “Create Parent Account” (small orange text)
- Fill out the information needed. In order to proceed, you will need to

have a valid email address and will need to know **the reference number and code** for at least one child. Additional children may be added after your account is created.

i. You will need to use the numbers and letters associated with your child’s account listed on the **bottom** of the Car Pickup sheet (for example 155-dPeR34g72Z). Note the large four-digit number, that is your family car pickup number.

- The **reference number** is the sequence of digits before the dash. The **code** is the remaining 10 characters after the dash. See below for example:

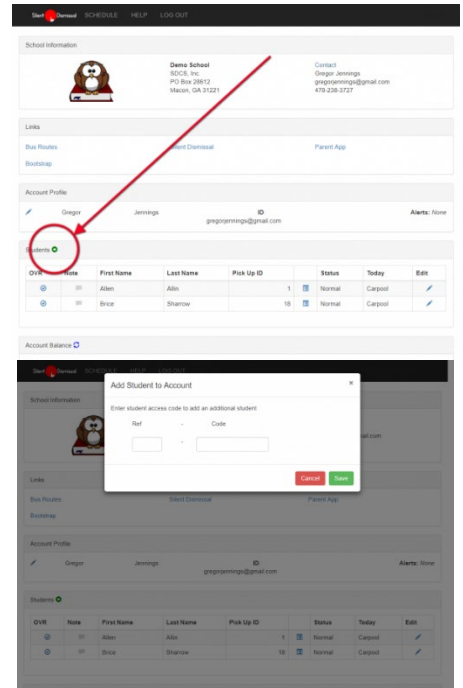


- Press the green “Create Account” button. If everything is correct, you will be directed to your portal page. If not, read the error information provided, then try again.



2. Parents will add any additional siblings to their Silent Dismissal account. Follow the steps and visuals to the right:

- a. Sign in to existing account.
- b. Click the “Plus” button next to the section title for students; this will open a dialog box.
- c. Enter the **reference number and code** in the box. Parent Car Pickup signs include the school code and student reference code that you will use to create your Silent Dismissal account.
- d. Enter the number preceding the dash in the first field.
- e. Enter the code of uppercase and lowercase letters and numbers in the second field.
- f. Press the green “Save” button.



3. Parents will use Silent Dismissal to make any day-of or future transportation change for their child(ren) by **2:45 p.m. each school day**. After 2:45 p.m., the dismissal system locks for student safety, and no further changes may be made.

Questions? Contact Karen Conner, Operations Manager, at [kconner@eagleridgeacademy.org](mailto:kconner@eagleridgeacademy.org).