

How to Add Your Child to a Bus in Silent Dismissal

When your child receives a bus tag, their Silent Dismissal account becomes authorized for that bus. However, bus service **will not** start for your child until **YOU** change their daily mode of transportation from pick-up to bus. We do this so that you are in control of when your child begins to ride the bus, and so that they do not start to ride the bus before you are ready. Follow these steps to begin bus service for your child.

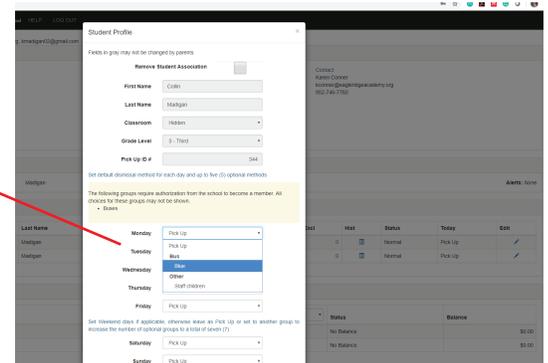
1. Log in to Silent Dismissal Account. [For steps to create your Silent Dismissal account, click here.](#)
2. Locate the **blue edit pencil** in the “Edit” column to the far right of your child’s name your child’s name. Notice that your child’s normal mode of transportation for the day is listed in the “Status” and “Today” columns.



OVR	Note	First Name	Last Name	Pick Up ID	Bus Stop	People	Excl	Hist	Status	Today	Edit
⊕	⊖	[Redacted]	[Redacted]		[Redacted]	0	0	📄	Normal	Pick Up	
⊕	⊖	[Redacted]	[Redacted]		[Redacted]	0	0	📄	Normal	Pick Up	

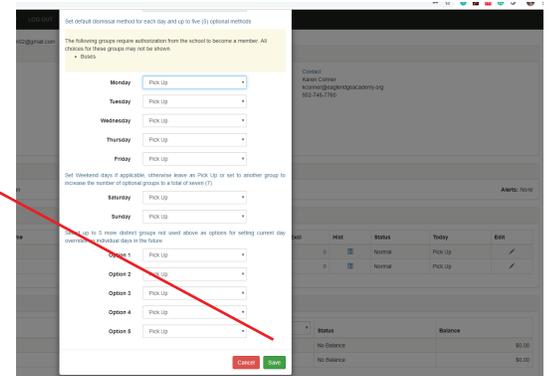
3. Click on the blue pencil. This will open a new window that shows drop-down menus for each day of the week, Monday through Friday.

4. Open the drop-down menu for each day and **select the new normal transportation option for your child (your bus)**. You will need to make the change for each day of the week. The option you select will be how your child is dismissed each day unless you make a daily override change by 2:45 p.m. that day.



5. Click the **green “Save” button**.

5. Confirm that your change has been made by checking that your child’s correct normal mode of transportation for the day is listed in the “Status” and “Today” columns—it should reflect your child’s new bus. **If you have multiple children riding the bus, you must follow these steps for each child.**



Excl	Hist	Status	Today	Edit
0	📄	Normal	Bus Blue	
0	📄	Normal	Pick Up	

Don't forget to put your child's new bus tag on their backpack!

Other Important Notes:

- Changes **MUST** be made each day by 2:45 p.m. in order to take effect. At 2:45 p.m., the Silent Dismissal system locks and no further changes may be made to that day.
- **Changes made using these steps are permanent until you change them.** To make a one-time override to your child’s normal transportation, follow the **How to Change Daily Transportation in Silent Dismissal** steps found [here](#).