


Adding Contacts

1. In the School View > Student TT select the student you wish to add contact to
2. Click Contacts ST
3. Options Add

Student List :: KF - [Redacted] New Student Contact 

Details

Options ▾ Reports ▾ Help ▾

Save Cancel

General Addresses

Contacts
Details

Related Students

Attendance

Conduct

Transcript

Assessments

Academics

Schedule

Membership


Transactions

Documents

At Risk

Emergency priority

Legal first name *

Legal last name * 

Usual first name

Usual last name

Gender

Relationship

Type

Receive grade mailing

Receive conduct mailing

Receive other mailing

Receive email

Include on IEP

Prevent Autodialing

Parental Auth or Guardian?

Contact can pick up?

Contact lives with student

Contact has family portal access

Volunteer?

Shared Contact Information

Home phone

Cell phone

International Phone #

Primary email


Alternate email

Place of Employment

Work phone

Work Phone Extension


Pager Number

4. Change the Emergency Priority Number
5. Select the legal last name pick list 
After selecting the pick list you may or may not get any records

No names appear

No related contacts

Selection type
Related Contacts ▾

0 records 

LegalLast	LegalFirst	PhysAdrs > StreetAddress
No matching records		

OK Cancel

Change the selection type to **All Contacts**

Selection type

Related Contacts ▾

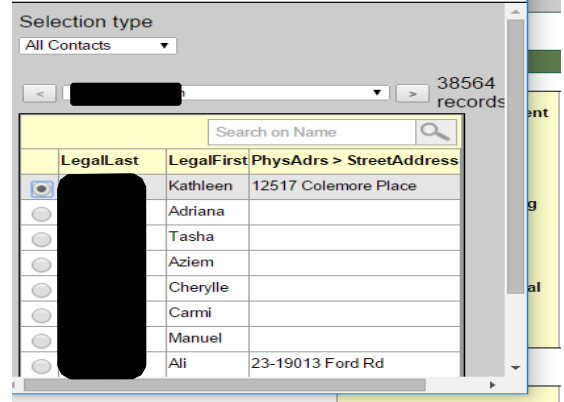
All People

All Contacts

Related Contacts

Search for Contact's Last Name

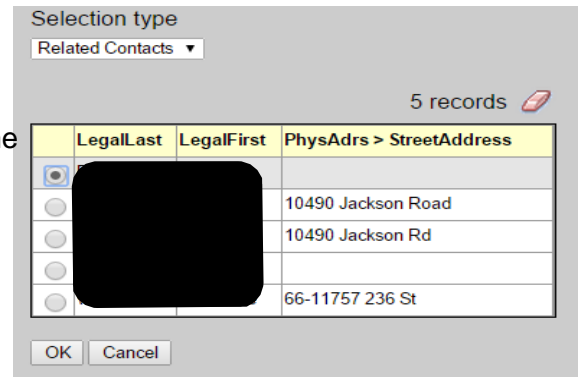
If there is more than one person with the same name
 Select one and bring it into the student's record
 Verify the information
 If this is not the correct person, use the pick list to search again



OR

A list of names appear

These are related contacts for this student
 Select one of these names OR Change the selection to **All Contacts**
 Search for Contact Name



If there is more than one person with the same name
 Select one and bring it into the student's record
 Verify the information
 If this is not the correct person, use the pick list and search again

The icon will change

Contact **NOT** Shared



Contact Shared



Fill in the appropriate information and check the appropriate boxes

This is the information you see when you click on the Shared Icon

Contact Name

Student Name

