

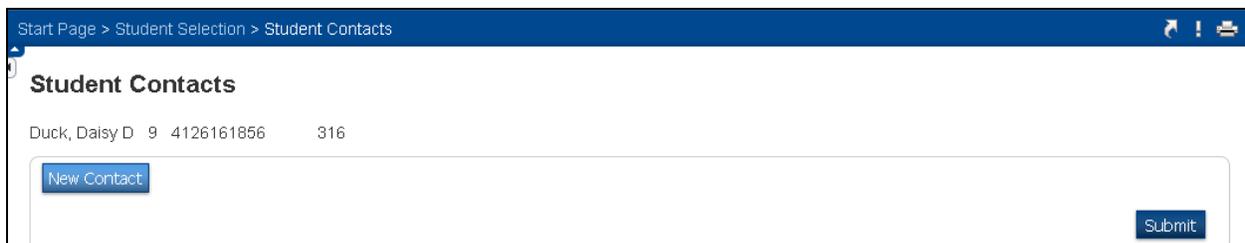
Student Contacts

Parent/Guardian and emergency contact information can be entered on this screen. Contact names on the **New Contacts** screen are entered by a priority call number in the **Call Sequence** field. It is a school's decision whether or not to enter parent or guardian names in this window. In this case, when an emergency occurs, staff would first attempt to contact the parent(s) or guardian(s) listed on the **Parents** screen and then start calling the emergency contacts by call sequence number.

Navigation: Main Start screen > Information > Student Contacts



1. Query for desired student and click **Student Contacts**



Student Contacts

2. Select the **Call Sequence** and **Prefix** (optional)
3. Enter **First Name** and **Last Name**
4. Enter the following:
 - a. **Type**
 - b. **Relationship**
 - c. **Living With**
 - d. **Can Pick Up**
 - e. **Speaks English**
5. Enter **Address** (Optional)
6. Enter Phone Numbers (at least one)
 - a. **Home Phone**
 - b. **Day Phone**
 - c. **Cell Phone**

Note: Phone number format is 10 digit, no spaces or dashes

7. Click **Submit**

Note: You must click the Submit button to save the information.

Start Page > Student Selection > Student Contacts

Student Contacts

Duck, Daisy D 9 4126161856 316

 Your changes have not yet been saved. Click the Submit button.

New Contact

Call Sequence:	1	Prefix:	Select	First Name:	Swan	Last Name:	Petunia	E-Mail:	
Type:	Emergency	Living With:	No	Address:	<input type="text"/>				
Relationship:	Grandmother only	Can Pick Up:	Yes	Home Phone:					9195551234
Unlisted:	No	Speaks English:	Yes	Day Phone:					9195556789
				Cell Phone:	9195552380	<input type="button" value="Undo"/>			

You must click Submit to save changes.

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