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## **NEW (Parent/Guardian) CONTACT SCREEN**

**Purpose:** Administration – Instructions on using the Grant Wood Parent/Guardian Screen.

Those of you, who have attended training, know one of the areas where we have struggled with is the area of Parent – Guardian information. One of our biggest concerns is that PowerSchool continues to use a Hard Coded Mother Name and Father Name field and as we know this is not always the case that the student resides with the Mother and Father.

For that reason, we have created a NEW Screen that REPLACES the Current Parent/Guardian Screen. We believe it will provide you with more flexibility in entering Parent – Guardian information, yet utilize the new Family Management functions. It will also protect the Mother and Father field names when it is appropriate to use or populate them.

### **ACCESSING THE NEW PARENT GUARDIAN SCREEN**

As mentioned above, this new screen actually has replaced the existing Parent Guardian screen you saw previously. After searching for a student, **Click on the Parent Guardian link in the left menu to access the screen.**

### **THE CONCEPT OF THE SCREEN**

The idea behind this screen is to enter Parent – Guardian information as a Contact. You are allowed up 4 Contacts. After entering the information on the Contact(s) you may on a selective basis:




- Update the Address field for the Student (remember there is only one address per student)
- Identify the Parent-Guardian's relationship to the Student through a drop down
- Update the Father – Mother Fields (if the Parent Guardian truly is the Student's Father or Mother)
- Update Guardian E-mail information
- Update Parent Guardian E-Mail Alert Information

### **HOW DOES THE NEW SCREEN WORK?**

For the purposes of our discussion, we will talk about the screen in **three different segments, even though all segments are accessible on the same screen**

The first segment of the screen is for the most part, populated by entering information in the Contact(s) below and clicking a button directing the software to populate a specific area. A sample screen below shows this segment of the screen which appears at the top of the screen.



**Parent Information**     
Neilly, Patrick J 10 35154 AGHS

**Home Address** Street   
City  State  Zip

**Mailing Address** Street    
City  State  Zip

**Mother**  
(Fill In Using Contact Info Listed Below)  
Name:  Employer:   
Day Phone:  Home Phone:

**Father**  
(Fill In Using Contact Info Listed Below)  
Name:  Employer:   
Day Phone:  Home Phone:

**Guardian**  
First:  Last:   
Day Phone:  Email:

As mentioned, those Mother and Father fields shaded in dark grey, are populated by either the information in Contact 1 or Contact 2 in the next steps, however, there are still a couple of fields that you may update in this segment. They are:

1. **Mailing Address** - If Mailing Address is the same as the Home Address, simply click the "Copy Home Address" button and the Mailing Address will be populated with Home Address information. **Note: If the Mailing Address is different than the Home Address – enter the correct Mailing Address**
2. **Guardian** - Guardian First and Last Name should be updated as well as Day Phone if necessary. Guardian E-Mail can be populated through Contacts below or entered in this section

NOTE: The Mother – Father information you see in the dark grey shaded cells represent the Hard Coded Mother and Father fields that you may or may not choose to populate.



## CONTACTS 1 THROUGH 4

The second segment of the screen allows you to enter Contact information for up to 4 Contacts per student. This information represents Adults who serve as Parent – Guardians of the student, not Emergency Contacts.

Contact 1 & 2 have additional capability and must be utilized for Mother and Father if you want the hard coded Mother or Father fields, discussed above, to be filled in. These two contacts possess a series of buttons that allow you to update the fields discussed above. Contacts 3 & 4 contain essentially the same fields as Contacts 1 & 2 without the extra buttons.

**This area is where you will do most of your work!**

### Entering Contact 1 and – or 2 and populating the additional fields

1. Enter the Parent – Guardian demographic information – be sure to select a Relationship from the drop down menu.
2. **IF Contact 1 is the Student’s Mother (or you wish to indicate she is) then, after completing the entry – click the Populate Mother button. If Contact 1 is the Father (or you wish to indicate he is), then after completing the entry – click the Populate Father button.**
3. **If the Address in Contact 1 should serve as the Student’s Address, then after entering, click the Populate Address button**

**NOTE: A student is limited to one address so be sure to select the most appropriate address. This address should be where the student lives/spends the night.**

4. **If the E-Mail for Contact 1 represents the Guardian E-Mail address, after entering, click the “Guardian E-Mail” button to populate this field above**
5. Be sure to indicate in Contact 1 if the Contact should “receive mailings” and if the Student is Living with this Contact

Repeat those steps for Contact 2 (if there is one) and indicate the appropriate fields to be updated when necessary. Essentially the only difference in Contact 2 is, Living With is replaced with “Has Custody”

Contacts 3 & 4, again have the same fields as Contacts 1 & 2 but do not have the buttons to populate the Mother – Father, Address fields above.

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**WHENEVER YOU ENTER CHANGES ON THIS SCREEN YOU MUST CLICK SUBMIT**  
**LOCATED AT THE TOP OR BOTTOM OF THE SCREEN.**

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Once you click Submit, PowerSchool will locate any Family Related records through Family Management and display them on your screen. This allows you to selectively update all (or selected) additional family members with the same information.

A sample of segment 2 is displayed below.

<b>CONTACT 1</b>		<input type="button" value="Populate Father"/>	<input type="button" value="Populate Mother"/>	<input type="button" value="Populate Address"/>
Name	First <input type="text" value="Bob"/>	Last <input type="text" value="Neilly"/>	<input style="border: none; border-bottom: 1px solid black;" type="text" value="Father"/> <input type="button" value="v"/>	
Home Phone	<input type="text" value="(319) 373-1000"/>	Work Phone	<input type="text" value="(319) 399-6749"/>	
Cell Phone	<input type="text" value=""/>	eMail	<input type="text" value="bneilly@aea10.k12.ia.us"/>	<input type="button" value="Guardian Email"/>
Street	<input type="text" value="2420 26th Ave"/>			
City, State Zip	<input type="text" value="Marion"/>	<input type="text" value="IA"/>	<input type="text" value="52302"/>	
Employer	<input type="text" value="Grant Wood AEA"/>			
Receive Mailings	Yes <input checked="" type="checkbox"/>	Living With	<input checked="" type="checkbox"/>	
<b>CONTACT 2</b>		<input type="button" value="Populate Father"/>	<input type="button" value="Populate Mother"/>	<input type="button" value="Populate Address"/>
Name	First <input type="text" value="Sharon"/>	Last <input type="text" value="Neilly"/>	<input style="border: none; border-bottom: 1px solid black;" type="text" value="Mother"/> <input type="button" value="v"/>	
Home Phone	<input type="text" value="(319) 373-1000"/>	Work Phone	<input type="text" value="(319)558-1242"/>	
Cell Phone	<input type="text" value=""/>	eMail	<input type="text" value="sneilly@cr.k12.ia.us"/>	<input type="button" value="Guardian Email"/>
Street	<input type="text" value="2420 26th Ave"/>			
City, State Zip	<input type="text" value="Marion"/>	<input type="text" value="IA"/>	<input type="text" value="52302"/>	
Employer	<input type="text" value="CR Community Schools"/>			
Receive Mailings	Yes <input type="checkbox"/>	Has Custody	Yes <input checked="" type="checkbox"/>	



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## PARENT – GUARDIAN AUTOMATIC E-MAIL ALERTS AND GUARDIAN ALERTS

In this third segment, you have the opportunity to indicate what type of E-Mail Reports a Parent should receive as well as how often. **These can be set by the Parent themselves but if you wish to aid in the process, this is your opportunity. Make sure you have entered a valid Guardian E-Mail address above.**

In addition to setting up Automatic E-Mail alerts, you also have the opportunity to setup any Guardian Alerts that may apply to the Student. Be sure to indicate if there is an Expiration Date for the alert or leave 0/0/0 to never expire. Be sure to click Submit.

A sample of this segment is displayed below.

The screenshot shows a web form titled "Parents/Guardian Automatic Email Reports". It includes several sections: "Guardian is registered to receive" with four checkboxes (Summary of current grades and attendance, Detailed report of attendance, Detailed report showing all assignment scores for each class, and School announcements) and one unchecked checkbox for "Balance Alert (Note: Will only be sent when a student is low on funds.)"; "How often?" with a dropdown menu set to "Once every two weeks" and a "Send now?" checkbox; "Guardian Alert Text" with a large text area; and "Alert Expires (date)" with a date input field set to "0/0/0" and a note "(0/0/0 to never expire)". A "Submit" button is located at the bottom right.

Please let us know if you have any questions or problems with the new screen. Once you get used to using this new screen we hope that you will find it easy to work with and a time saver as well.