



GUIDELINES ON POPULATING PARENT – GUARDIAN – CONTACT SCREEN

Purpose: Administration - When clicking on the Parent – Guardian link, you will receive a Custom Parent – Guardian screen that we believe as we move down the PowerSchool road, will be of great benefit to our Schools. While we believe this screen to be the best way to manage Parent – Guardian information, it is also a screen that by it's nature, leads to questions. Below is a brief description of **why** we took this approach and **how** should the form be utilized to gain the most functionality.

WHY - Basically, we needed a way for you to:

- Enter Contact information for multiple contacts and describe the Relationship between the Contact and Student (such as Mother, Father, Aunt, Uncle, etc.)
- Populate the Hard Coded Mother – Father fields without a large amount of data entry.
- Create the ability to enter certain information once, and then using a series of buttons, copy that information to other fields, again, the goal being to eliminate as much duplicate data entry as possible.

HOW – How should I best approach filling in this screen? The screen is comprised of several different areas, some of which interact with each other.

Addresses on Parent – Guardian Screen

The screenshot shows a web form with a 'Submit' button in the top right corner. It contains two main sections: 'Home Address' and 'Mailing Address'. Each section has a 'Street' field, a 'City' field, a 'State' field, and a 'Zip' field. The 'Home Address' section also includes 'Populate Cont1' and 'Populate Cont2' buttons. The 'Mailing Address' section includes a 'Copy Home Address' button. All input fields are highlighted in yellow, and the text '1111 Kent St', 'Center City', 'PA', and '65432' is entered into them.

What we would recommend when entering Address information:

- **Enter the Student's address in the Home Address field, then ask some key questions:**



KEY QUESTIONS:

- Is the Mailing Address the same as the Home Address? If Yes – click **Copy Home Address**, if **No** – enter the correct Mailing Address
- Is the Home Address the same address for Contact 1? If Yes – click **Populate Cont 1** and the address will be copied below to Contact 1
- Is the Home Address the same address for Contact 2? If Yes – click **Populate Cont 2** and the address will be copied below to Contact 2

Populating the Contact fields

The screen provides for up to four Contacts per student. While they essentially contain the same field names, each Contact is maintained as a separate set of fields. In addition, Contact 1 & 2, provide additional capability, in that they allow you to copy information to the hard coded Mother and Father fields.

Contact 1 & 2

(Some Students Will Have Only One Contact)

Contact 1 SHOULD BE THE STUDENT'S PRIMARY RESIDENCE.

- Enter the Contact's Name and select their Relationship to the Student
- Enter additional demographic information as known
- **There is no need to check Receive Mailings or Living With for Contact 1, however depending on the student's situation, you may need to check one or both fields for Contact 2 (see scenarios below)**
- Click Guardian E-Mail button to copy the appropriate e-mail to the Guardian E-Mail box above.

KEY QUESTIONS

- Does Contact 1 fulfill the role of Mother or Father – Click Populate Mother or Father to copy this information to the appropriate field
- Does Contact 2 fulfill the role of Mother or Father – Click Populate Mother or Father to copy this information to the appropriate field
- Should Contact 2 Receive Mail? (not necessary for Couples that live together)
- Does Contact 2 have Custody of this student? (not necessary for Couples that live together)

Contact 3 & 4

Contact 3 & 4 contain essentially the same field titles, however they DO NOT have the capability to copy information from field to field as is available in Contact 1 & 2.

A Mother or Father (or both) field must be populated from Contact 1 and Contact 2. Regardless of the Student – Adult relationship (meaning Aunt –



Uncle, etc. – if they are fulfilling the role of Mother or Father – you must populate the appropriate field. See scenarios below.

Scenarios to help you determine what to check when?

Father & Mother live together and the student lives with them:

- Enter 1 of the Adults as Contact 1 and also click the appropriate Mother or Father button to populate that field
- You DO NOT have to check Receives Mailings or Living With (Contact 1 should ALWAYS receive Mailings)
- Enter the other adult as Contact 2 and click the appropriate Mother or Father button to populate that field. No need to check Receives Mailings and Lives With for Contact 2.

Father & Mother are divorced. Student lives with Mother but Father also has Custody and wants to receive Mailings

- Enter Mother as Contact 1 and also click Populate Mother button
- Enter Father as Contact 2 (different address) and click Populate Father button
- Be sure to check the Receives Mailings box for Contact 2
- Check the “has Custody” for Contact 2 if appropriate

Student lives with their Aunt & Uncle who live together and serve as the Student’s Guardian.

- Enter the Aunt (or Uncle) as Contact 1 and select the correct Relationship, click to populate Mother or Father appropriately
- Enter the other adult as Contact 2 and select the correct Relationship, click to populate Mother or Father appropriately
- There is no need to check Receives Mailings or Custody as both Contact 1 & 2 reside together.

Student lives with Mother, Father has no contact with the Student

- Enter the Mother as Contact 1 and click Populate Mother

REPORTING NOTE: The Receives Mailings can be utilized as a search – selection criteria, to generate mail labels and other reports just for those individuals that have requested to “Receive Mail”.

Cnt2_Recvmail=1 (will find all Contact 2 entries that should receive mail). You may also use this selected group to produce reports.