



How to Connect Family Members after Data Conversion to PowerSchool

Purpose: Administration - This document is designed to provide some tips on connecting Family Members together after Grant Wood has done the initial data conversion over to PowerSchool from your present SIS. Please keep in mind that it is written from the perspective that we have no knowledge of families in your School. As a School Secretary, you may be able to shorten this process, simply by your knowledge of families that attend your school.

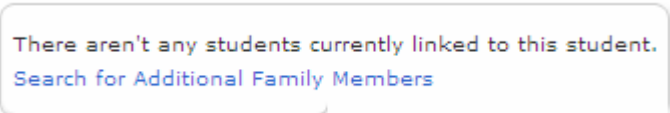
We have broken this down into a couple of different search methods. The first, we think, being the simplest and most straight forward, then moving on to more complex family situations.

CONNECTING FAMILY MEMBERS WITH THE SAME LAST NAME

1. Call up a student

NOTE: By calling up a letter of the alphabet and looking on the list to see students with the same Last Name you can determine potential matches. You would also then look at the student's address so you could use this data to determine if they were from the same family. **(You may not need to do either one of the above steps in the note, as you are certainly more familiar with your students).**

2. Click on the **Family** link
3. If no Family members are connected you should receive a screen like this.



4. Click **Search** for Additional Family Members

5. You will receive a screen like this one asking you to enter Search criteria – **it should automatically include students with the same Last Name – so just hit Submit**

Family ID	<input type="text"/>
Mother's Name	<input type="text"/>
Father's Name	<input type="text"/>
Phone	<input type="text"/>
Guardian's Name (Last, First)	<input type="text"/> , <input type="text"/>
Address (Street, City)	<input type="text"/> , <input type="text"/>
Sibling's Name (Last, First)	<input type="text"/> , <input type="text"/>
<input checked="" type="checkbox"/> Include Student's Last Name (Bell) In Search.	



- The software will do a District wide search and bring up all students with the same last name. It will display those matching student's data on your screen.
- Identify if any of these student share the same address, etc. **If you find a student or students whose address, etc. match, click the Related box at the top of the screen for those Students**

Copy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Related	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click **Submit** and the Family Members will be connected. Clicking on the Family link of any Family Member will display those students they are connected to.

Once connected, demographic changes, etc. can be made one time, with the option provided to have that same change made to other Family members throughout the District. The decision to apply the change is made on a family member basis.

LOCATING FAMILY MEMBERS THAT DO NOT HAVE THE SAME LAST NAME

We have found the best success with this is using the Address or if you know the Siblings Last Name (different than the student's). That being said, there is certainly potential to enter an address slightly different, which means the software will not make the connection. For that reason, if you do know the Siblings Last Name, that is probably the quickest method to locate the additional family members.

The process:

- Call up a Student
- Click on the Family link

If not Family Members are connected, then click Search for Additional Family Members

- Enter either the Address or the Sibling Last Name on the Search criteria screen provided.

Address (Street, City)	1237 Fruitland Ave NE	Palo Vista
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NOTE: You must include the City when searching by address!

OR

- If you know the Siblings last name In this case we are connecting a student with the last name of Zoop to a student with the last name of Allen.

Sibling's Name Last, First)	Zoop	
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- Click **Submit**
- A list of possible matches will be displayed – locate the correct match or matches and click the Related box at the top of the screen for any matches you deem correct.
- Click **Submit**

The students will be connected and the same update capability covered above, applies to them as well.