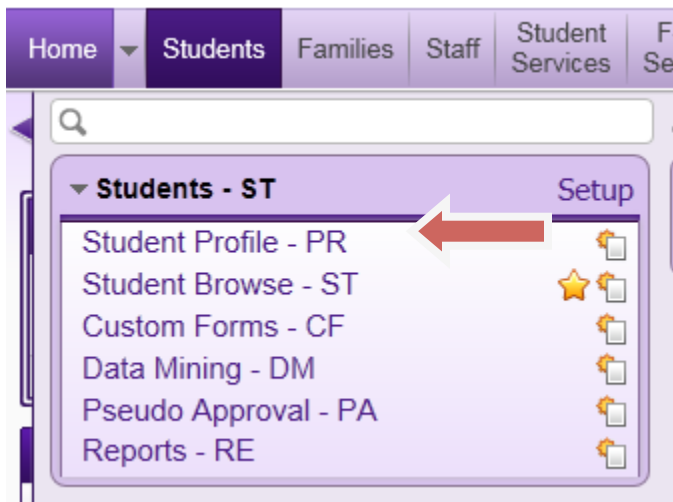


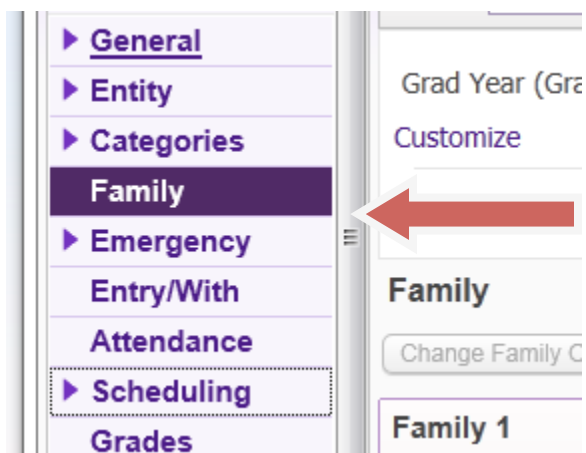
## Entering Contact and Emergency Information

### Entering Contact Information

- Go to Students, Student Profile



- Go down to Family and click on the tab.



- Only Parents or Guardians are to be entered here.

- To add a Parent or Guardian click on the “Guardian” tab. Enter last and first name, then “Click Here to Search for Entered Name.”

**Add Guardian**

Enter Guardian Name for \_\_\_\_\_

Individual  Organization

\* Last Name: Smith

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

[Click Here To Search for Entered Name](#)

**Matching Names**

If a list of names generate scroll to the right and be sure the information matches the guardian you are entering. Highlight the correct guardian and “Add Selected Name As Guardian”.

[Add Selected Name As Guardian](#)

f Birth

/2005

/1994

- If there are no names generated by the “Click Here to Search for Entered Name” tab click on the “Add Entered Name as Guardian” on the right side of page.

[Add Entered Name As Guardian](#)

[Back](#)

- Edit Guardian Information. If you checked the box marked “Emergency Contact” Skyward will automatically add this parent to

the emergency contacts. Please also mark if this is the Custodial Parent and if the parent can pick up the child from school.

The screenshot shows a web form with several sections:

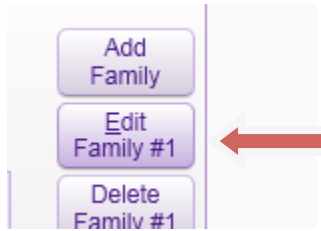
- General Information:** Fields for \* First, Middle, Last (Smith), Name Suffix, Name Prefix, Date of Birth, Age (0), Gender, Marital Status, Relationship, Family ID (0), Custodial Parent, Pick Up, Emergency Contact, and Criminal Background Completed.
- Address Information:** Address field and Address History button.
- Phone Information:** Primary Phone (423), Ext, Category, Confidential Phone, Cellular, Work, and Fax fields.
- Family Access Information:** Checkboxes for Allow Family Access, Force user to change their password at next login, Do Not Allow Access to Food Service Statement Information, Do Not Allow Access to Fee Management Statement Information, and Do Not Allow Access to Online Registration & Pseudo Family Changes. Includes Login, Password (hawkins), and Generate buttons.
- Additional Information:** Empty section at the bottom.

Please add relationship and check the box for emergency contact. This is also where you can manage Family Access accounts. If a parent has forgotten their password you may reset it to “hawkins” for them. They will be asked to change it when they open family access back up.

Scroll down to “additional information”. This is where you may enter the home email address.

Click save.

- To edit an existing address click on the “Edit Family” tab.



This is also the area you would enter a mailing address if it is different than the physical address.

A screenshot of the 'Family Address Information' form. The form contains the following fields: Address (Stanley Valley Rd), SUD, Address 2, Zip Code (37857), City/State (Rogers, N), Move In Date (05/01/2014), County, and Census Area. There are also checkboxes for 'Separate Mailing Address' and 'Do Not Distribute Address', and a 'Mail' button. A red arrow points to the 'City/State' field.

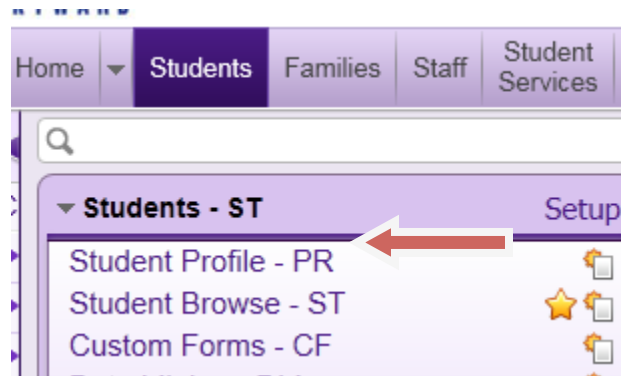
We need the way address are entered to match county wide so please use or edit to match the following abbreviations.

- St = Street
- Ln = Lane
- Rd = Road
- Dr = Drive
- Bldv = Boulevard
- Cr = Circle
- Ct = Court
- Ave = Avenue

Do not use a period at the end of the abbreviation.

## Entering Emergency Information

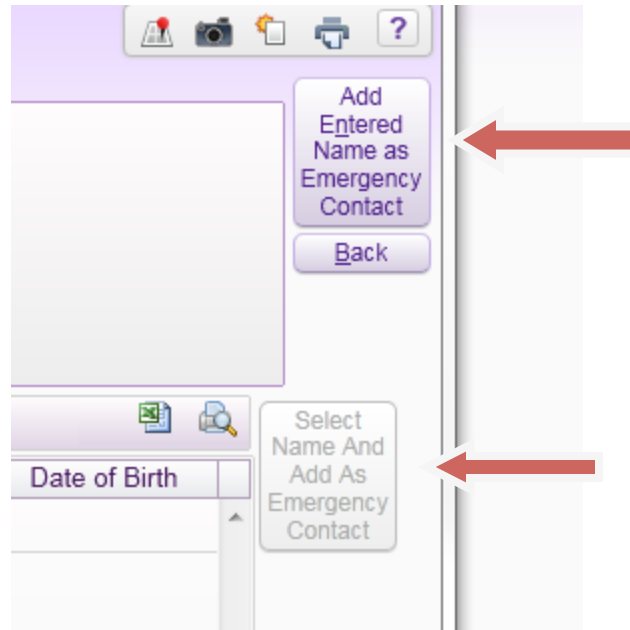
- Go to Students, Student Profile



- Click on the arrow beside Emergency then click on the Emer Info tab.



- You may edit existing contacts by highlighting the name and click the edit button on the right or add new contacts by clicking on the add button.
- When adding a new contact a search window will open. If the contact already exist in the database just select and add, if the correct contact is not in the database click on the “Add entered Name” button.



- When adding a new contact the next will window to open will be for entering addresses. If you do not have an address for this contact click “continue add”.
- The next window will be for adding the majority of the contacts information. Unless otherwise stated enter “yes” for pickup then add phone numbers. Scroll to the bottom of this page to enter “relationship”. Save.

**Emergency Contact**

\* First:  Middle:  \* Last:  Pickup: Yes   
 Name Suffix:  Name Prefix:  Criminal Background Completed  Name Key: HELTOKEN000

**Demographic Information**

Gender:  Marital Status:  Date of Birth:    
 Race:  Language:  Age: 0

**Contact Information**

1st Phone:   Ext:  PCat:   1st Phone Confidential  1st Phone Long Distance  Fax:    
 2nd Phone:   Ext:  PCat:  Cellular  Address:   
 3rd Phone:   Ext:  PCat:  Work   
 Home Email:

**Other Information**

Employer:  Organization:  Occupation:  Education:  Name Used As:   
 Comment:

**Emergency Information**

Relationship:

- Alerts may be entered here also. To enter alerts click on the "Edit Emergency Information" tab.

**Emergency Information**

**Alert Information**

This Student Has Critical Alert Information  
 Display in Family Access  Display in Student Access  
 Alert Info:

**Provider Information**

Physician:   
 Dentist:   
 Hospital:   
 Insurance:   
 Policy Number:

You can enter any serious health issues or custodial issues here. Be sure to check the "Critical Alert" tab if your student has a no contact order or serious health issues. If it is something that the staff just needs to be aware of you do not have to click the "critical alert" tab. If it is a "no contact" issue make sure to have court documentation in the student's permanent record.