



Auto Filling Parent/Guardian Information to IEP

This work can be done by school secretaries, or school administration in the *School View* OR by LARTs in the *Student Services View*

1. Click **Student** top tab
2. Change the filter to ALL Records
3. Find the student

4. Click **Contacts** **Details** side tab

5. For each applicable parent/guardian of a student that has an IEP , check the **Include on IEP BOX**

Save Cancel Auto-saved at 2:09 PM

General Addresses

<p>First name *</p> <p>Last name *</p> <p>Gender</p> <p>Emergency priority</p> <p>Relationship</p> <p>Parental Auth or Guardian?</p> <p>Type</p> <p>Volunteer?</p>	<p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text"/></p> <p>1</p> <p><input type="text"/></p> <p><input type="checkbox"/></p> <p><input type="text"/></p> <p><input type="checkbox"/></p>	<p>Contact lives with student <input type="checkbox"/></p> <p>Contact can pick up? <input checked="" type="checkbox"/></p> <p>Receive grade mailing <input type="checkbox"/></p> <p>Receive conduct mailing <input type="checkbox"/></p> <p>Receive other mailing <input type="checkbox"/></p> <p>Receive email <input type="checkbox"/></p> <p>Contact has family portal access <input type="checkbox"/></p> <p>Include on IEP <input type="checkbox"/></p>
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Click **Save**

