

March 27, 2020

Version 1.0

Student Top Tab >		Confirming Parent/Contact Information													
Contacts Side Tab		Pages School Student Staff Attendance Conduct Grades Assessment Schedule Global Tools Admin Student List :: 11 - Image: Staff Image: Staff <th></th> <th>< <u>∆</u></th> <th></th>											< <u>∆</u>		
Field Set: <i>SD73 School</i> <i>Messenger</i>	Details	Details Options Reports Help Search on Priority Y az h											All Record		
-	Contacts Details	Student > HomePl	hone Priority	Name	Relationship	Туре	LivesWith	Parent or Guardian?	HomePhone	WorkPhone	CellPhone	Email1		Rec	
Rules: Priority #s should	Related		1		Mother	Regular Contact	Y	Y						Y	
not be 0, and no	Students		2		Step Father	Regular Contact	Y	Y						Y	
duplicate priority	Attendance		3		Relative	Emergency	N	N						N	
numbers	Conduct		4		Aunt	Out of District Other Contact	N	N						N	
	Transcript	<	33	_	Doctor	Other Contact	N	N					_		
Typical Student						· · ·									
Parents / Guardians shoul						•	•	ople in the		ts life sl	nould:				
a. Priority #1 and								ity #3 or hig							
b. Type Regular (ld not be re							
c. Have a home # (if parent only has a cell # put the phone # in both cell and the home phone fields)						c. Should have at least one phone numberd. May have an email address (Receive email=N)									
					(d. May I	nave a	an email ac	idress (I	Receive	email	=N)			
d. One of the hom		s snould mat	cn the	nome											
number on the				ا ما سم م											
e. One of the 2 pa			emaii ad	aress											
a. Receive															
Students in care (CCO/TC		dant livea wi	th		See	al Worke									
Foster Parents / Persons that the student lives with a. Priority #1 and #2															
						a. Priority #3 b. Type: should be: CCO or TCO									
 b. Type: Regular Contact c. Have a home # (if parent only has a cell # put the phone # 						c. Should have at least one phone number									
in both cell and the home phone fields)						d. Should have an email address									
			il addra		(i. Shou	iu nav	e an emai	addres	S					
d. One of the 2 paren		lave all ellia	li auure	22	Oth	or import	ant no	onlo in the	ctudon	te life el	ould:				
						•	•	eople in the		is me si	ioulu.				
								ity #4 or hig		ontoot					
								ld not be re			hor				
								e at least o		ne num	Dei				
International Students (ma						d. May I	nave a	an email ac	luress						

International Students (managed by International Education Department)