



Confirming Parent/Contact Information

Student Top Tab >
Contacts Side Tab

Field Set: SD73 School
Messenger

Rules: Priority #s should not be 0, and no duplicate priority numbers

Student >	HomePhone	Priority	Name	Relationship	Type	LivesWith	Parent or Guardian?	HomePhone	WorkPhone	CellPhone	Email1	Rece
<input type="checkbox"/>		1		Mother	Regular Contact	Y	Y					Y
<input type="checkbox"/>		2		Step Father	Regular Contact	Y	Y					Y
<input type="checkbox"/>		3		Relative	Emergency	N	N					N
<input type="checkbox"/>		4		Aunt	Out of District	N	N					N
<input type="checkbox"/>		99		Doctor	Other Contact	N	N					N

Typical Student

<p>Parents / Guardians should be:</p> <ol style="list-style-type: none"> Priority #1 and #2 Type Regular Contact Have a home # (if parent only has a cell # put the phone # in both cell and the home phone fields) One of the home numbers should match the home number on the student One of the 2 parents should have an email address <ol style="list-style-type: none"> Receive email should be Y 	<p>Other important people in the students life should:</p> <ol style="list-style-type: none"> Have priority #3 or higher Type: should not be regular contact Should have at least one phone number May have an email address (Receive email=N)
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Students in care (CCO/TCO)

<p>Foster Parents / Persons that the student lives with</p> <ol style="list-style-type: none"> Priority #1 and #2 Type: Regular Contact Have a home # (if parent only has a cell # put the phone # in both cell and the home phone fields) One of the 2 parents should have an email address 	<p>Social Worker:</p> <ol style="list-style-type: none"> Priority #3 Type: should be: CCO or TCO Should have at least one phone number Should have an email address <p>Other important people in the students life should:</p> <ol style="list-style-type: none"> Have priority #4 or higher Type: should not be regular contact Should have at least one phone number May have an email address
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International Students (managed by International Education Department)