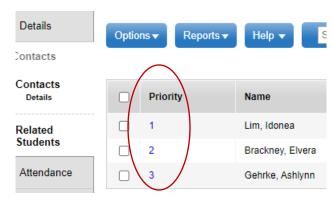
# **Contacts** (at least one required)

## Select a student

 Click on the student's name <u>or</u> select the checkbox beside the student

### Contacts ST

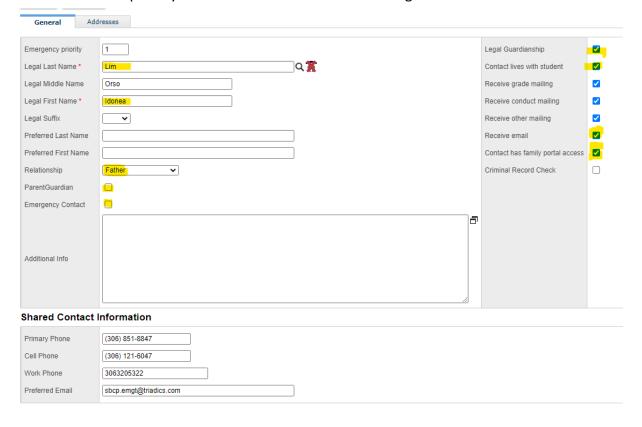
- Shows a list of contacts associated with the student
- Select the Priority number beside a contact to modify
- Select Options> Add, to add a contact



# Required Fields to complete

## **General Tab**

- Emergency Priority is the order of emergency contact
  - First and second priority should be reserved for immediate guardians.



## Include:

- Last Name, First Name
- Relationship
- Parent/Guardian or Emergency Contact checkbox
- Phone numbers (also required for SwiftK call outs)
- Email Address (at least one per student) (also required for SwiftK call outs)
- Legal Guardianship (if applicable)
- Contact lives with

- Receive grade mailing (optional)
- Receive conduct mailing (optional)
- \*\*\*Required for communication via email or SwiftK12 or other call out program
  - Receive other mailing, i.e. newsletters
  - Receive email
- \*\*\*Required for parent access to the portal
  - Contact has portal access

#### **Addresses Tab**

- A change of Address should be Added. Existing addresses should only be modified if a correction is required, not for a new address.
- Address Type Physical and Mailing Addresses
- Start date Should be the date the student enrolled in your school, or the date a new address was communicated to the school
- Street Address and City Prov PC fields require specific formatting.
  - If the address won't save, select the ellipses (icon with the three dots) beside the address field.

