

Contacts (at least one required)

- **Select a student**
 - Click on the student's name or 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

The screenshot shows the 'Contacts' section of a system. At the top, there are buttons for 'Details', 'Options', 'Reports', and 'Help'. Below these is a table of contacts. The table has columns for a checkbox, 'Priority', and 'Name'. The 'Priority' column contains the numbers 1, 2, and 3, which are circled in red. The 'Name' column lists 'Lim, Idonea', 'Brackney, Elvera', and 'Gehrke, Ashlynn'. To the left of the table, there are tabs for 'Contacts Details', 'Related Students', and 'Attendance'.

	Priority	Name
☐	1	Lim, Idonea
☐	2	Brackney, Elvera
☐	3	Gehrke, Ashlynn

- Required Fields to complete

General Tab

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

The screenshot shows the 'General' tab of a contact form. It includes fields for 'Emergency priority' (set to 1), 'Legal Last Name' (Lim), 'Legal Middle Name' (Orso), 'Legal First Name' (Idonea), 'Legal Suffix' (dropdown), 'Preferred Last Name', 'Preferred First Name', 'Relationship' (Father), 'ParentGuardian' (checkbox), and 'Emergency Contact' (checkbox). Below these is a large text area for 'Additional Info'. To the right is a list of checkboxes for 'Legal Guardianship', 'Contact lives with student', 'Receive grade mailing', 'Receive conduct mailing', 'Receive other mailing', 'Receive email', 'Contact has family portal access', and 'Criminal Record Check'. Below the form is a section for 'Shared Contact Information' with fields for 'Primary Phone', 'Cell Phone', 'Work Phone', and 'Preferred Email'.

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.
 - Select User Validated
 - Complete the information below
 - Select Format
 - De-Select User Validated
 - Select Validate to ensure it passes formatting rules
 - OK

Street Address

1452 Raisin Cres

Validate

User validated

☒

Address components

Street number

1452

Street prefix

Street pre direction

Street name

Raisin

Street type

Cres

Street post direction

Unit/Apt

Format

CA Civic Address

- When formatting is achieved, select Ok to finish and go back to the Address page.

Address Type *

Physical

Comment

Start date *

2/1/2022

End date

Street Address

1452 Raisin Cres

Address Line 2

City Prov PC

Dalmeny SK S0K 3P2

Is mailing address identical?

☐

Land Location

Quarter Section

Section

River Lot

Township

Range

Meridian

International Address

International Address Line 1

International Address

International Address

International City

Country

- Select Save and the old address moves to the bottom Previous Address area and the newly entered address becomes the current address.

General

Addresses

Addresses

	AddrType	StreetAddress	Line2	City Prov PC	Land Location
☐	Physical	1452 Raisin Cres		Dalmeny SK S0K 3P2	-----
☐	Mailing	22 Holyhead Ave.		Paxico, SK E3J 8C7	-----

Add

Previous Addresses

AddrType	StreetAddress	Line2	City Prov PC
Physical	83 Knowlcrest St.		Pleasant Garden, SK P9C 6A5