



Single Student Family Contact Cleanup Quick Reference Card

Quick Steps

1. Detach Student and Parent Addresses
2. Update Contact information
3. Setup Parent/Guardian fields
4. Share Parent/Guardian Address to **Student** in Addresses sub-top-tab

Detailed Steps

1. Detach Student and Parent Shared Addresses
 - a. Student > Details > Addresses
 - b. If student already has a shared address, Remove the association
 - c. Click the , and select detach
 - d. Make sure address is verified
 - e. Student > Contacts Side Tab > Parent/Guardian Addresses sub top tab
 - f. If parent/guardian already has a shared address, Remove the association
 - g. Click the , and select detach
 - h. Make sure address is verified
 - i. Repeat with 2nd parent/guardian if applicable

Shared Address	
Street address	1305 Ray Rd
RR Number / PO Box	
City Prov PC	Kelowna BC V1X 7K4
Shared with	
Name	Type
Simpson, Maggie	Student
Simpson, Homer	Contact
Simpson, Marg	Contact
Simpson, Lisa	Student


1. Update Contact Information
 - a. Student > Contacts
 - b. Update contact name fields
 - i. Both first and last names need to be entered
 - ii. Each contact is entered separately
 - iii. Remove symbols, Dr., Mr., Mrs., etc. from Name Fields
 - c. Make sure priority numbers are correct

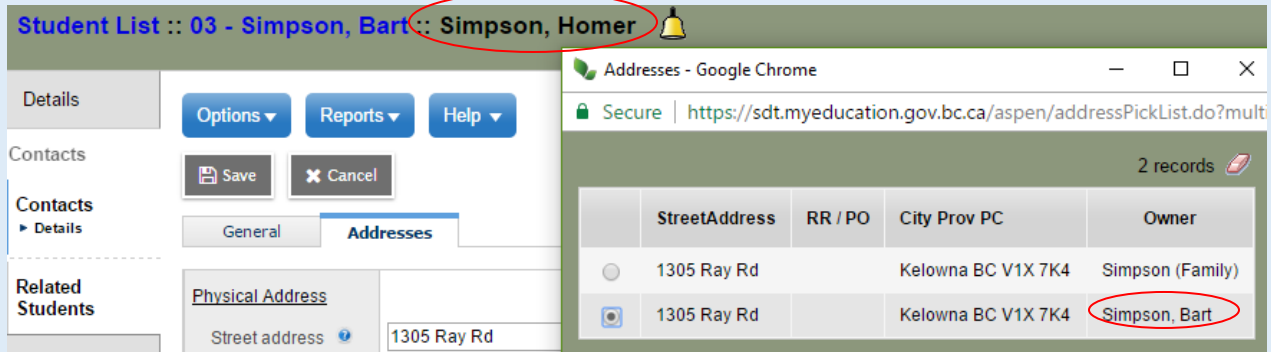


2. Setup Parent/Guardian fields
 - a. Students > Contacts
 - b. Select Parent/Guardian Contact > General sub-top tab
 - c. Check off appropriate checkboxes on right side of contact details

Emergency priority	<input type="text" value="1"/>	Receive grade mailing	<input checked="" type="checkbox"/>	Parental Auth or Guardian?	<input checked="" type="checkbox"/>
Legal first name *	<input type="text" value="Homer"/>	Receive conduct mailing	<input checked="" type="checkbox"/>	Contact can pick up?	<input checked="" type="checkbox"/>
Legal last name *	<input type="text" value="Simpson"/>	Receive other mailing	<input checked="" type="checkbox"/>	Contact lives with student	<input checked="" type="checkbox"/>
Usual first name	<input type="text" value="Homer"/>	Receive email	<input checked="" type="checkbox"/>	Contact has family portal access	<input checked="" type="checkbox"/>
Usual last name	<input type="text" value="Simpson"/>	Include on IEP	<input checked="" type="checkbox"/>	Volunteer?	<input type="checkbox"/>
Gender	<input type="text" value="M"/>	Prevent Autodialing	<input type="checkbox"/>		
Relationship	<input type="text" value="Father"/>				
Type	<input type="text" value="Regular Contact"/>				

3. Share Parent/Guardian Address with Student

- a. Student > Contacts
- b. Select Parent/Guardian Contact > Addresses sub-top tab
- c. Clear addresses for Parent/Guardian
- d. 1st parent/guardian
 - i. Type address
 - ii. Click  icon, Choose student working in
- e. Repeat with additional parent/guardian at same address



Student List :: 03 - Simpson, Bart :: Simpson, Homer





Addresses - Google Chrome

Secure | <https://sdt.myeducation.gov.bc.ca/aspen/addressPickList.do?mult>

2 records

	StreetAddress	RR / PO	City Prov PC	Owner
<input type="radio"/>	1305 Ray Rd		Kelowna BC V1X 7K4	Simpson (Family)
<input checked="" type="radio"/>	1305 Ray Rd		Kelowna BC V1X 7K4	Simpson, Bart

When Complete:

- The student should have a  icon with each parent/guardian(s) listed
- Parent/guardians contacts do not have to be linked under the General tab. It is okay to have the red X beside the contact name 
- Parent/guardians contacts should not have a  icon in their General sub-top-tab
- Parent/guardian(s) should have a  icon with additional parent/guardian and students listed