

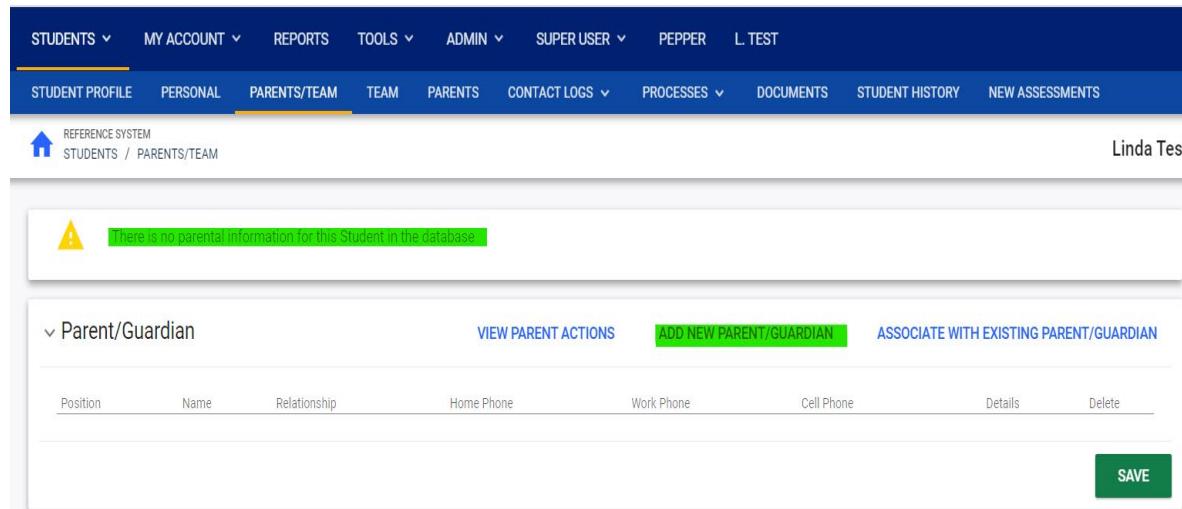
Parent/Team Page Tip Sheet

Potential contacts must be entered by the district under the 'Parent/Team' tab.

- Each file must have a contact with a Parent/Guardian identified.
- At least one Parent/Guardian must be marked 'Student Lives Here'
- Each contact marked 'Student Lives Here' must have a complete address.

To add the Parent/Guardian:

Click the 'Parent/Team' tab in the lighter blue bar > on the right of the panel, click 'Add New Parent/Guardian'



The screenshot shows a software interface with a dark blue header bar containing navigation links: STUDENTS, MY ACCOUNT, REPORTS, TOOLS, ADMIN, SUPER USER, PEPPER, and L. TEST. Below the header is a lighter blue navigation bar with links: STUDENT PROFILE, PERSONAL, PARENTS/TEAM (which is highlighted in yellow), TEAM, PARENTS, CONTACT LOGS, PROCESSES, DOCUMENTS, STUDENT HISTORY, and NEW ASSESSMENTS. On the left, there is a 'REFERENCE SYSTEM' section with a house icon, 'STUDENTS / PARENTS/TEAM', and a user name 'Linda Test'. The main content area has a yellow warning icon and the text 'There is no parental information for this Student in the database.' Below this, a panel is expanded to show 'Parent/Guardian' information. It includes buttons for 'VIEW PARENT ACTIONS', 'ADD NEW PARENT/GUARDIAN' (which is highlighted in green), and 'ASSOCIATE WITH EXISTING PARENT/GUARDIAN'. A table with columns for Position, Name, Relationship, Home Phone, Work Phone, Cell Phone, Details, and Delete is shown. A green 'SAVE' button is at the bottom right of the table.

This will expand the panel. Required fields are highlighted in Green.

Add Parent/Guardian

▼ Demographic Information

 Full Name
(Required)
 Student Lives Here

 Relationship
(Required)
 Guardian Responsibility

E-Mail

Language



▼ Phone Numbers

Work Phone

Work Fax

Cell Phone

Other

Home Phone

Home Fax

▼ Addresses

Address

City

State

ZIP

 Has Separate Mailing Address

▼ Team Access

 Include on IEP Team

 Include on BP Team

 Include on Section504 Team

 Include on BTA Team

▼ Comments

Comments



BACK

ADD PARENT/GUARDIAN

Be sure to click the green 'Add Parent/Guardian' button in the bottom right corner of the panel to save the contact.

Parent/Guardian			VIEW PARENT ACTIONS		ADD NEW PARENT/GUARDIAN		ASSOCIATE WITH EXISTING PARENT/GUARDIAN	
Position	Name	Relationship	Home Phone	Work Phone	Cell Phone	Details	Delete	
1	▼ Mom Test	Mother, natural/adoptive		5555555555	405-555-5555			
SAVE								

Continue to add contacts if needed.

Possible Errors on the 'Parent/Team' tab:

Occasionally the team may receive the following error:

! X

- Error 2.02. At least one person on the student's Parents page must have Student Lives Here checked. The individual that has this indicated, must also have a full address listed, including street name, city and zip code. Please check the 'Student Lives Here' checkbox and add the address for the Parent/Guardian listed.

This error indicates incomplete Parent/Guardian information. If you receive the above error, the following information may be missing:

- **One Person marked 'Student Lives Here'**
- **The person marked 'Student Lives Here' has a full address entered (Address, City, State and 5-digit Zip Code)**