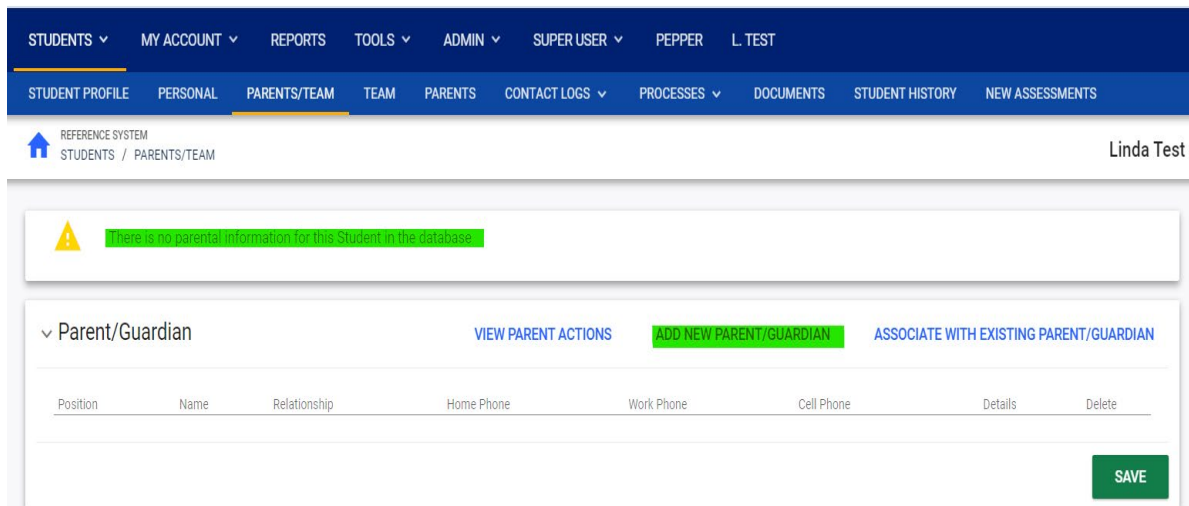**Parent/Team Page Tip Sheet**

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'

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.

Continue to add contacts if needed.

Possible Errors on the 'Parent/Team' tab:

Occasionally the team may receive the following error:

> • 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)**