

The **Contact Info** tab in the *Student Manager* has been redesigned to make it easier to quickly access the student's contact information and that of the student's contacts.

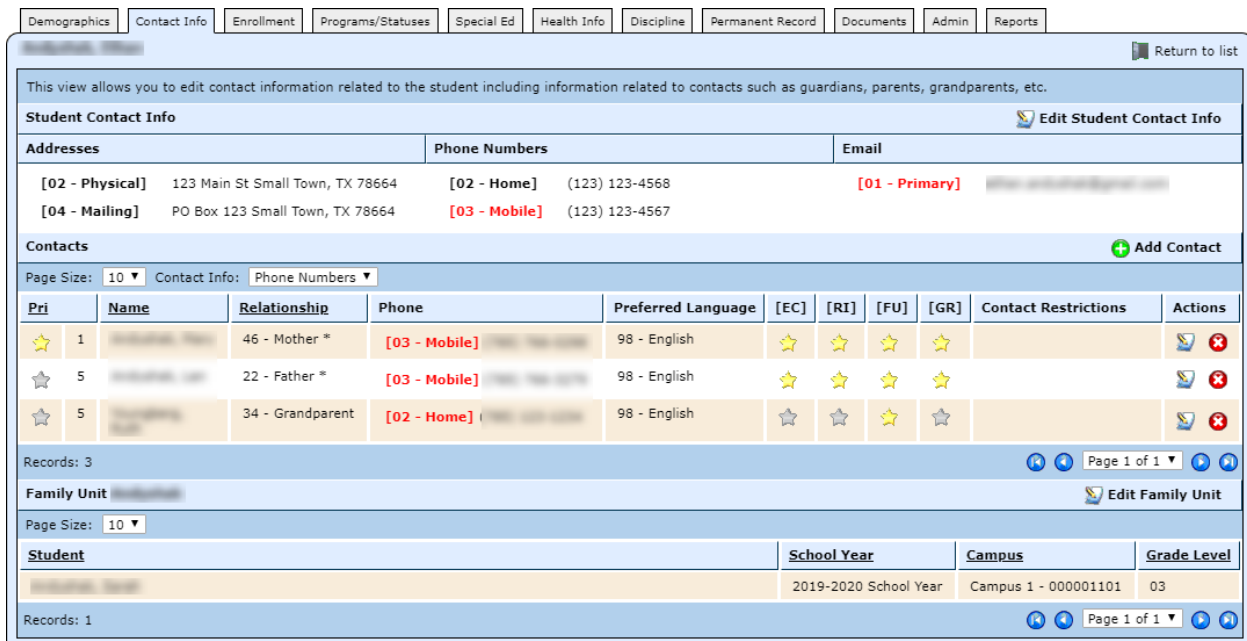
Family units are no longer based on the residency address, but on the family unit flags in a student's record.

Existing student data, including the family unit links, has been converted and is now displayed in the new format.

This document describes the [layout of the Contact Info tab](#) and how to enter new [student contact information](#) & [contacts](#).

About the Contact Info tab

Sample Contact Info tab



The screenshot shows the 'Contact Info' tab in the Student Manager. It includes a navigation bar with tabs like Demographics, Contact Info, Enrollment, etc. The main content area is divided into three sections: Student Contact Info, Contacts, and Family Unit.

Student Contact Info

Addresses	Phone Numbers	Email
[02 - Physical] 123 Main St Small Town, TX 78664	[02 - Home] (123) 123-4568	[01 - Primary] [Redacted]
[04 - Mailing] PO Box 123 Small Town, TX 78664	[03 - Mobile] (123) 123-4567	

Contacts

Pri	Name	Relationship	Phone	Preferred Language	[EC]	[RI]	[FU]	[GR]	Contact Restrictions	Actions
★ 1	[Redacted]	46 - Mother *	[03 - Mobile] [Redacted]	98 - English	★	★	★	★		[Edit] [Delete]
★ 5	[Redacted]	22 - Father *	[03 - Mobile] [Redacted]	98 - English	★	★	★	★		[Edit] [Delete]
★ 5	[Redacted]	34 - Grandparent	[02 - Home] [Redacted]	98 - English	★	★	★	★		[Edit] [Delete]

Family Unit

Student	School Year	Campus	Grade Level
[Redacted]	2019-2020 School Year	Campus 1 - 000001101	03

The Contact Info tab is divided into three sections: Student Contact Info, Contacts, and Family Unit.

Student Contact Information section

Addresses: The student's physical address is the primary address used to determine that the residency requirement is met. The first address you enter must be the physical address; after that you can enter other types of addresses.

Phone numbers & email addresses: When the student has more than one phone number, the primary phone number is displayed in red text on the *Contact Info* tab and designated by a yellow star in the *Edit Student Contact Info* window. You can change the phone number designated as primary by clicking the star beside the one that should be primary while in the Edit window. The same is true of email addresses.

Contacts section

Primary Contact: Each student can have only one primary contact. The first contact entered in the system who lives with the student is designated as primary, but you can change the designation by clicking the star for a different contact.



Phone numbers & email addresses: When the contact has more than one phone number, the primary phone number is displayed in red text on the *Contact Info* tab and designated by a yellow star in the *Contact Detail* window. You can change the phone number designated as primary by clicking the star beside the one that should be primary. The same is true of email addresses.

Parents & guardians: Parents may or may not also be guardians. A contact can be designated as a parent, but not a guardian *or* a guardian, but not a parent.

About family units

The system uses the concept of a *family unit* to manage contacts associated with students. Each family unit can contain multiple contacts and have multiple students associated with it.

You'll indicate when a contact is part of a family unit by clicking the Family Unit [FU] flag for that contact. A contact can be part of the family unit without living at the same address as the student.

Changes made to a contact's information are updated for all students in the family unit, including designating a contact as a member of the family unit. If you need to enter different information for a contact on the different student records — for example, different contact restrictions — first uncheck the FU flag for the contact, then enter the differing information on each student's record.

Contacts' phone numbers, addresses, & email addresses

Since it was impossible to display all information for the contacts on the tab at once, the window defaults to display the contacts' phone numbers. To display either the addresses or emails, select from the Contact Info: pull-down list.

Contacts			
Page Size: 10		Contact Info: Phone Numbers	
Pri	Name	Phone Numbers	Relationship
★	1	Addresses	46 - Mother *
☆	2	Emails	22 - Father *
☆	5		34 - Grandparent

When the email addresses are displayed, each email address is a hyperlink that opens a new email in your default email application.


Contacts			
Page Size: 10		Contact Info: Emails	
Pri	Name	Relationship	Email
★	1	46 - Mother *	[01 - Primary] 000003556@test.com
☆	2	22 - Father *	[01 - Primary] 000003557@test.com
☆	5	34 - Grandparent	[01 - Primary] 000003559@test.com
☆	5	34 - Grandparent	[01 - Primary] 000003558@test.com
☆	5	06 - Aunt	[01 - Primary] 000003742@test.com

Family Unit section

The Family Unit section of the window will display all students for open school years — not just the current school year — so pre-enrolled students will be included.

Students in the family unit who graduated in school years that have since been closed will not be included in this section.

Add a student's contact information



1. Select **Students** from the **Jump to Module** pull-down list in the upper right corner.
2. Select **Student Manager** from the **Students** menu.
3. Locate the student you want to edit, and click the  icon.
4. Click on the **Contact Info** tab.


Demographics	Contact Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Discipline	Permanent Record	Documents	Admin	Reports
Return to list										
This view allows you to edit contact information related to the student including information related to contacts such as guardians, parents, grandparents, etc.										
Student Contact Info										Edit Student Contact Info
Addresses			Phone Numbers				Email			
No Addresses			No Telephone Numbers				No Email Addresses			
Contacts										Add Contact
Page Size: 10		Contact Info: Phone Numbers								
Pri	Name	Relationship	Phone	Preferred Language	[EC]	[RI]	[FU]	[GR]	Contact Restrictions	Actions
No contacts found										
Records: 0										
Family Unit										Edit Family Unit
Page Size: 10										
Student	Campus	Grade Level								
No other students found in this family unit										
Records: 0										

5. Click  [Edit Student Contact Info](#), and that window opens.

Demographics	Contact Info	Enrollment	Programs/Statuses	Special Ed	Health Info	Discipline	Permanent Record	Documents	Admin	Reports
Return to list										
This view allows you to edit contact information related to the student including information related to contacts such as guardians, parents, grandparents, etc.										
Edit Student Contact Info										Return to Student Contact Info
Addresses			Add Address							
Page Size: 10										
Address Type	Address	Actions								
No addresses found										
Records: 0										
Phone Numbers			Add Phone Number							
Page Size: 10										
Pri	Phone Type	Phone Number	Actions							
No phone numbers found										
Records: 0										
Email Addresses			Add Email Address							
Page Size: 10										
Pri	Email Type	Email Address	Actions							
No email addresses found										
Records: 0										

6. Click  **Add Address**, and the **Edit Student Address** window opens, defaulting to the **Address Type** of Physical.

7. Enter the **Street Lines 1-3**, **City/State/ZIP**, and **Country**.
8. Click **Save**, and you're returned to the *Edit Student Contact Info* window.
9. If the student's mailing address is different from the physical address, click  **Add Address**.
10. Select **Mailing** from the **Address Type** pull-down list.
11. Enter the **Street Lines 1-3**, **City/State/ZIP**, and **Country**.
12. Click **Save**, and you're returned to the *Edit Student Contact Info* window.
13. Click  **Add Phone Number**, and the **Edit Student Phone Number** window opens.

14. Select the **Phone Type**. Options are: home, mobile, unlisted, work, emergency 1, and emergency 2.
15. Enter the **Number**, and click **Save**. You're returned to the *Edit Student Contact Info* window, and the phone number is designated as the Primary Phone.
16. Repeat steps 13 - 15 to enter additional phone numbers.
17. Click  **Add Email Address**, and the **Edit Student Email Address** window opens.

18. Select the **Email Type**. Options are: primary, organization, other, and work.

19. Enter the **Address**, and click **Save**. You're returned to the *Edit Student Contact Info* window, and the email address is designated as the Primary Email.
20. Repeat steps 17 - 19 to enter additional email addresses.

Edit Student Contact Info completed

Demographics | Contact Info | Enrollment | Programs/Statuses | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

Return to list

This view allows you to edit contact information related to the student including information related to contacts such as guardians, parents, grandparents, etc.

Edit Student Contact Info [Return to Student Contact Info](#)

Addresses [Add Address](#)

Page Size: 10

Address Type	Address	Actions
02 - Physical	123 Main St Small Town, TX 78664	
04 - Mailing	PO Box 123 Small Town, TX 78664	

Records: 2 [Page 1 of 1](#)

Phone Numbers [Add Phone Number](#)

Page Size: 10

Pri	Phone Type	Phone Number	Actions
☆	02 - Home	(123) 123-4568	
★	03 - Mobile	(123) 123-4567	

Records: 2 [Page 1 of 1](#)

Email Addresses [Add Email Address](#)

Page Size: 10

Pri	Email Type	Email Address	Actions
★	01 - Primary	*****@*****.com	
☆	02 - Organization	*****@*****.com	

Records: 2 [Page 1 of 1](#)

Add contacts for the student

1. While in the student's Contact Info tab, click [Add Contact](#), and the **Edit Contact Details for New Contact** window opens.

Demographics | Contact Info | Enrollment | Programs/Statuses | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

Return to list

This view allows you to edit contact information related to the student including information related to contacts such as guardians, parents, grandparents, etc.

Student Contact Info

Edit Contact Details for New Contact

Name


Relationship

Preferred Language

Lives With*

Contact Priority

Contact Restrictions

- Complete the fields as described below. All fields marked with a red asterisk (*) are required.
 - *Name:** First and last are required.
 - Relationship:** Select the option that describes the contact's relationship to the student. This list matches PEIMS code table DC105.
 - Preferred Language:** Select the contact's preferred language.
 - *Lives With:** Select either FALSE - Addressed Different From Student or TRUE - Addresses Same As Student.
 - Contact Priority:** The primary contact is assigned priority 1 by the system. The priority for subsequent contacts defaults to 5. To change the priority, click  **Edit Contact**.
 - Contact Restrictions:** Enter any restrictions that should be implemented for this contact. This information is displayed on the student's Contact Info tab for quick reference. This field replaces the previous Release To flag and can provide more nuanced information — for example, Release only with a written note — that can be different for each student. **Note:** Reports including this information currently display True if there's text in the field and False if the field is empty. The reports will be modified in the future to display the text.
- Click **Save**. The *Contact Detail* window opens.

- Click  **Add Phone Number**, and the **Edit Contact Phone Number** window opens.

- Select the **Phone Type**. Options are: fax, home, mobile, other, unlisted, and work. This list matches PEIMS code table DC133.
- Enter the **Number**, and click **Save**. You're returned to the *Contact Detail* window, and the phone number is designated as the Primary Phone.
- Repeat steps 4 - 6 to enter additional phone numbers.

- Click on the **Email Addresses** tab.

Demographics | Contact Info | Enrollment | Programs/Statuses | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

Return to list

This view allows you to edit contact information related to the student including information related to contacts such as guardians, parents, grandparents, etc.

Student Contact Info [Return to Student Contact Info](#)

Contact Detail [Audit ID: 7448] [Edit Contact](#)

Name* [REDACTED]
 Relationship* 46 - Mother
 Preferred Language* 98 - English
 Lives With* True
 Contact Priority 1
 Contact Restrictions

Phone Numbers | **Email Addresses**

Contact Email Addresses [Add Email Address](#)

Page Size: 10

Pri	Email Type	Email Address	Actions
No email addresses found			

Records: 0 Page 1 of 1

- Click [Add Email Address](#), and the **Edit Contact Email Address** window opens.

Demographics | Contact Info | Enrollment | Programs/Statuses | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

Return to list

This view allows you to edit contact information related to the student including information related to contacts such as guardians, parents, grandparents, etc.

Student Contact Info

Edit Contact Email Address for [REDACTED]

Email Type 01 - Primary

Address

[Save](#) [Cancel](#)

- Select the **Email Type**. Options are: primary, other, and work. This list matches PEIMS code table DC057.
- Enter the **Address**, and click **Save**. You're returned to the *Contact Detail* window, and the email address is designated as the Primary Email.
- Repeat steps 9 - 11 to enter additional email addresses.
- If the contact's addresses are the *same* as the student's, skip to step 19.
If the contact's addresses are *different* from the student's, continue with step 14.
- Click on the **Addresses** tab.
- Click [Add Address](#), and the **Edit Contact Address** window opens, defaulting to the **Address Type** of Mailing.

Demographics | Contact Info | Enrollment | Programs/Statuses | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

Return to list

This view allows you to edit contact information related to the student including information related to contacts such as guardians, parents, grandparents, etc.

Student Contact Info

Edit Contact Address For [REDACTED]


Address Type 04 - Mailing

Street Line 1

City/State/ZIP TX

Country USA

[Save](#) [Cancel](#)

16. Change the **Address Type** if needed. This list matches PEIMS code table DC006.
17. Enter the **Street Lines 1-3, City/State/ZIP**, and **Country**.
18. Click **Save**, and you're returned to the *Contact Detail* window.
19. Repeat steps 15 - 18 to enter additional addresses.
20. When you're finished entering information for this contact, click  **Return to Student Contact Info**.
21. Repeat steps 1 - 20 to enter additional contacts for this student.
22. Once the contacts have been entered, click the stars for **Emergency Contact [EC]**, **Release Information [RI]**, **Family Unit [FU]**, and **Guardian [GR]** as needed. **Note:** The **Family Unit [FU]** flag is automatically checked for the first contact entered who lives with the student.

Demographics | Contact Info | Enrollment | Programs/Statuses | Special Ed | Health Info | Discipline | Permanent Record | Documents | Admin | Reports

Return to list

This view allows you to edit contact information related to the student including information related to contacts such as guardians, parents, grandparents, etc.

Student Contact Info [Edit Student Contact Info](#)

Addresses	Phone Numbers	Email
[02 - Physical] 123 Main St Small Town, TX 78664	[02 - Home] (123) 123-4568	[01 - Primary] [Redacted]
[04 - Mailing] PO Box 123 Small Town, TX 78664	[03 - Mobile] (123) 123-4567	

Contacts [Add Contact](#)

Page Size: 10 | Contact Info: Phone Numbers

Pri	Name	Relationship	Phone	Preferred Language	[EC]	[RI]	[FU]	[GR]	Contact Restrictions	Actions
★ 1	[Redacted]	46 - Mother *	[03 - Mobile] [Redacted]	98 - English	★	★	★	★		
★ 5	[Redacted]	22 - Father *	[03 - Mobile] [Redacted]	98 - English	★	★	★	★		
★ 5	[Redacted]	34 - Grandparent	[02 - Home] [Redacted]	98 - English	★	★	★	★		

Records: 3

Family Unit [Edit Family Unit](#)

Page Size: 10

Student	School Year	Campus	Grade Level
[Redacted]	2019-2020 School Year	Campus 1 - 000001101	03

Records: 1