Add Family Information Under Student Information

Select a Student from the list and click on the **Family Information**. To add contact click on '**+ Add Primary Contact** ' for secondary contact click on '**+ Add Secondary Contact** '. Also by clicking on '**+ Add Other Contacts** ' you can add more contacts.

When clicked on one of the above you will find a popup with the fields like:

1. Salutation
2. First Name
3. Middle Name
4. Last/ Family Name
5. Suffix
6. Contact Relationship
7. Custody of Students (Yes/ No)

Before you start entering new data, try and look up the contact and see if the parent information is already present in the system or not. If present, you can simply link the user.





Remember if the custody of the student is set to "no", the that parent will not see the student's address information in the parent portal

Using the 'pen' icon you can now edit the contacts of the family members.

Using this icon here you can delete a contact.

Besides the Contact tab is the Sibling Info tab user can add Sibling Information by clicking on '**+ Add Sibling** '



Enter **First** and **Last Name** and click **Search** to find a student to link as a sibling. You can turn on the **Search All Schools** switch to search for a student to link. If no students are found, then you have to enter a student via add student function and then link that student as a sibling.

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