

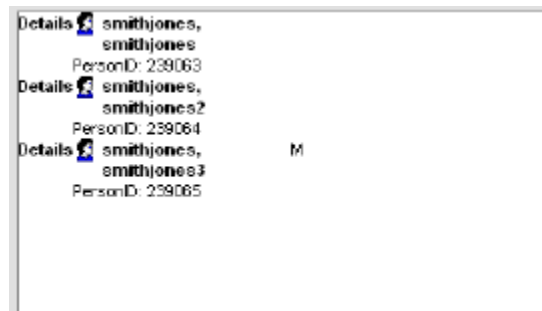


## Adding Emergency Contact Information

### Description

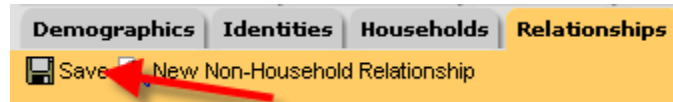
Many students need additional people connected to them as emergency contacts. These people need to be in Census as 'people' and connected to the student through a 'Relationship'. Often these additional people are already in the system and do not need to be added.

1. Open the **Search** section in the Navigation Pane.
2. Choose Search for a: – All People.
3. Enter the contact's last name and click on the **Go** button. If you see someone listed that might be the contact, choose that person and research the Census screens (i.e., Demographics tab, Household tab) to determine if this is the person for whom you are searching. If it is, choose the person and skip to step 10, if not continue to the next step.
4. Open the **Index** tab on the Navigation Pane. Expand Census and click on **Add Person**.
5. Enter the contact's last name and click on the **Search** button.
6. Click on the **Create New Person** button. You may have to scroll down on the screen to see the button. Since you have already researched any possible matches, you do not have to repeat that step.
7. Enter the name and gender of the contact and click on the **Save** button.
8. The person will display in the New Person box.



9. Click on the person's name to link to the Census tabs. The Demographics tab of the Census screen displays. Enter the contact's pertinent phone numbers and click on the **Save** button.
10. Click on the **Relationships** tab.
11. Click on the **New Non-Household Relationship** button.
12. Type in the student's name and click on the **Search** button. Choose the student. You can choose more than one student by continuing to search and choosing students.

13. When finished choosing the student(s) for the relationship(s), close the Person Search box by clicking on the red **X** in the upper right corner of the box.
14. Complete the relationship by choosing the Relationship (i.e., Parent, Child, Spouse, etc.), entering the start date.
15. Place a check in any of the checkboxes required. Generally, Emergency Contacts do not have checkmarks for Guardian, Mailing, or Portal. If the person is a guardian not living in the household (i.e., a divorced parent), the checkboxes will allow the person access to mailings, portal information, etc.
16. Click on the <Save> button.



The relationships will show for the non-household person. To view the relationship on the student, navigate to: **Census - People** and search for the student. Click on the Relationships tab. The final results of the relationship should look as follows with the correct check marks.

Name	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing	Portal	Messenger	Private
smithjones, smithjones		C: Child	06/16/2008			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
smithjones, smithjones2		C: Child	06/16/2008			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
smithjones, smithjones3	M	C: Child	06/16/2008			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The new contact will display as part of the student's Summary screen, **Student Information – General**, under Non-Household Relationships.

smithjones, smithjones3

Gender: M

- Assessment
- Behavior
- Transportation
- Fees
- Lockers
- Athletics
- AdHoc Rep
- Vocational Courses
- Federal/State Support Services
- Dropout Prevention
- ELL
- Title I
- Home
- Florida FASTER - Transcript Request
- Research Reports
- Summary
- Enrollments
- Schedule
- Attendance
- Programs
- Grades
- Transcript

Print Print w/ Picture

**Person Information**

PersonID  
239065

Name  
smithjones, smithjones3

Nickname

Gender  
M

Race Ethnicity

Birth Date

No Image Available

Student Number

State ID

Person GUID  
3BA56DBB-9022-429D-9544-FB190EA19C2C

Comments

**Non-Household Relationships**

Name	Relationship	Phone(s)	Email
smithjones, smithjones	C : CAW		
smithjones, smithjones2	C : CAW		
smithjones, smithjones3	C : CAW		

**District Defined Elements**

Military Exclusion

