

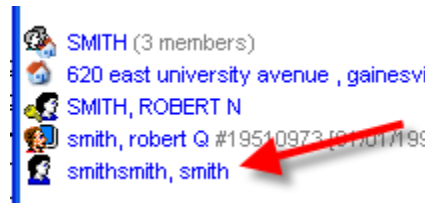


Parents/Guardians – Mail Only

Description

Some parents/guardians do not have the student living with them, but need to be included in mailings. You will need to enter these people into the system with an address and a household, but not add the student to their household.

1. Assemble the household using the Census Wizard. Add only the Parent/Guardian and address to the household.
2. When the household is complete, it will display on the left side of the screen under the Search tab.
3. Click on the Parent/Guardian's name to link to their Census screen.



4. The full Census screen will display with all the tabs. Click on the Relationship tab.
5. Click on the **New Non-Household Relationship** button.



6. 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.
7. 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.
8. Complete the relationship by choosing the Relationship (ex: Parent), entering the start date (if unknown, choose 'TODAY'), and clicking to place check marks on the Guardian and Mailing checkboxes.
9. If this Parent/Guardian is allowed to see student information on the Parent Portal, click on the Portal checkbox. If the Parent/Guardian should receive messenger information (i.e., calls or e-mails for attendance issues, behavior issues), click on the Messenger checkbox.

Non-Household Relationships							
Name	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing Portal Messenger Private
smithjones, smithjones3	M	S : Surrogate Parent	06/09/2008			<input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

10. Repeat for all students needed.

11. Click on the **Save** button.

The final results of the relationship should look as follows with the correct check marks. Navigate to: Census > People and search for the student. Click on the Relationship tab:

smithjones, smithjones

District Assignments | School Choice | Credentials | Overrides

Demographics | Identities | Households | **Relationships** | Enrollments | District Employment

Save | New Non-Household Relationship

Relationships within the smithjones **Primary Household Relationships							
Name	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing Portal Messenger Private
smithjones, smithjones2		A : Guardian Ad Litem	06/09/2008			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Non-Household Relationships							
Name	Gender	Relationship	Start Date	End Date	Seq	Guardian	Mailing Portal Messenger Private
smithjones, smithjones3	M	S : Surrogate Parent	06/09/2008			<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>