
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Contact

Table of Contents

Contact 1

Contact

Registration > Maintenance > Student Enrollment > Contact

This tab allows you to view and maintain a student's contact information.

The Contact tab is not available until you retrieve a student on the Student Enrollment page. For a new student, you must enter and save all required data on Demo1 before proceeding to this tab.

Update data:

Existing contacts are displayed in order by **Priority**.

Priority	This field is displayed in the grid only. The number indicates the priority order of the contacts. Contacts are listed in the grid from highest (i.e., 1) to lowest priority. The priority order can be edited as needed. TWEDS Data Element: CONTACT-PRIORITY (E1427)

❑ Click **+Add** to add a contact.

The fields below the grid are enabled.

Name	Type the contact's first, middle, and last name. Select a generation code if applicable. Name Edits In Registration, you can enter up to 60 characters each for the first, middle, and last name. The full name is displayed, up to 60 characters, on the Registration Demo pages. In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters. Characters used can be a-z, A-Z, hyphen (-), apostrophe ('), or 0-9. However, the last character cannot be a hyphen (-), apostrophe ('), or 0-9. **NOTE:** The **Name** fields are disabled if you are entering a hospital contact (i.e., if **Relation** is set to *Hospital*). Type the hospital name in the **Occupation** field.

Relation	Select the contact's relationship to the student, such as a relative, doctor, neighbor, hospital, caseworker, guardian, or other medical facility/person. **NOTE:** If you are entering a hospital contact, select *Hospital* and type the hospital name in the **Occupation** field. This ensures that the hospital name is displayed on Health > Maintenance > Student Health > Emergency.
Enrolling Person	Select if this contact is the person who enrolled the student. Only one contact can be an enrolling person.
DOB	Type the contact's date of birth in the MMDDYYYY format.
Address	Type the contact's complete address. Or, click **Copy Student Address** to copy the student's mailing address from the Demo1 tab. The street number allows only alpha, numeric, space, hyphen, period, and #, and can be a single digit or character. The street name allows only alpha, numeric, space, hyphen, period, #, /, and apostrophe, up to 60 characters. The apartment number allows only alpha, numeric, space, hyphen, and #, up to 7 characters. The city field allows only alpha, space, hyphen, and apostrophe, up to 17 characters.
E-mail	Type the contact's email address, up to 48 characters. TWEDS Data Element: EMAIL-ADDRESS (E1243) Multiple contacts cannot use the same email address.
Occupation	Type the contact's occupation, up to 25 characters.
Migrant	Select if the contact is for a migrant student.
Parent/Guardian	Select if the contact is the student's parent or guardian. If selected, the **Guardian Verified** and **Parent Military** fields are enabled.
Guardian Verified	Select to confirm that this person has been verified as the parent/guardian for the student. **You must enter the parent's email address in the Email field when using this option.** If selected, the contact's email address can immediately be matched to the email address entered by the parent when registering for a ASCENDER ParentPortal account. If the two addresses match, the contact can complete online registration, and update the student's data. **NOTE:** This field can be used to bypass the normal email verification process for short-term situations where the normal email address verification process cannot be completed. **NOTE:** An audit log record will be made to track users who verify parent/guardians. This field is cleared when the Set Parent Portal IDs utility is run includes the student.

<table>
<tr><td>Parent Military</td><td>Select if the contact has military connections. If selected, Branch of Service and Rank are enabled. Branch of Service is required.<table><tr><td>Branch of Service</td><td>Select the branch of service in which the contact serves.</td></tr><tr><td>Rank</td><td>Type the abbreviation of the military rank of the contact, up to five characters.</td></tr></table></td></tr>
<tr><td>Emergency</td><td>Select if the contact should be notified in the event of an emergency.</td></tr>
<tr><td>Receive Mailouts</td><td>Select if the contact will receive student documents (i.e., report cards and interim progress reports (IPRs)). The field is required for a contact who is listed as Priority=1.</td></tr>
<tr><td>Language</td><td>Select the language in which the student's documents (i.e., report cards and interim progress reports (IPRs)) will be printed for this contact. If blank, the documents are printed in English.</td></tr>
<tr><td>Phone Preference</td><td>Select the contact's preferred phone number. If selected, you must enter the corresponding phone number. For example, if you select Cell, the Cell Ph Nbr field is required.</td></tr>
<tr><td>Home Ph Nbr
Business Ph Nbr
Cell Ph Nbr
Other Ph Nbr</td><td>Type the contact's home, business, cell, and other phone numbers, including area code, as applicable.</td></tr>
<tr><td>Transport Information</td><td><table><tr><td>Right to Transport</td><td>Select if the contact is authorized to transport the student from school. Instructors and administrators will be able to view this information in TeacherPortal on the Student Information page.</td></tr><tr><td>Driver License</td><td>Type the contact's driver license number (up to 21 characters) and the two-character state that issued the driver license. The fields are optional; however, if you enter a driver license number, you must enter the state, and vice versa.</td></tr><tr><td>Vehicle</td><td>Enter the contact's vehicle make, model, predominant color of the vehicle, plate number, and the two-character state that issued the license plate. The fields are optional; however, if you enter the license plate number, you must enter the state, and vice versa.

The make and model can be up to 15 characters.

The plate number can be up to 8 characters.</td></tr></table></td></tr>
</table>

❑ Click **Save**.

	Edit a record. The data is displayed in fields below the grid allowing you to make changes. Update the fields as needed, click **OK**, and then click **Save**. The changes are displayed in the grid.

	Delete a row. 1. Click  to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Comments	View or add comments. Click to view or add comments about the student. The Comments window opens. If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.
Hist Directory	Retrieve a student enrolled in a prior school year.
Bus Info	View or update the student's bus information. The button does not appear until you retrieve a student on the Student Enrollment page.
	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.
Documents	View or attach supporting documentation.


ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS
ASCENDER GUIDES
ASCENDER
ELEVATING TECHNOLOGY SOLUTIONS

Back Cover