



# Contact



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# 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**.

|                 |   |
|-----------------|---|
| <b>Priority</b> | 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.<br><br>TWEDS Data Element: CONTACT-PRIORITY (E1427) |
|-----------------|---|

Click **+Add** to add a contact.

The fields below the grid are enabled.

Under **Contact Detail**:




|                         |   |
|-------------------------|---|
| <b>Name</b>             | <p>Type the contact's first, middle, and last name. Select a generation code if applicable.</p> <p><a href="#">Name Edits</a></p> <p>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.</p> <p>In all other student applications, the name is truncated as follows: First: 17 characters, middle: 14 characters, last: 25 characters.</p> <p>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.</p> <p><b>NOTE:</b> The <b>Name</b> fields are disabled if you are entering a hospital contact (i.e., if <b>Relation</b> is set to <i>Hospital</i>). Type the hospital name in the <b>Occupation</b> field.</p> |
| <b>Relation</b>         | <p>Select the contact's relationship to the student, such as a relative, doctor, neighbor, hospital, caseworker, guardian, or other medical facility/person.</p> <p><b>NOTE:</b> If you are entering a hospital contact, select <i>Hospital</i> and type the hospital name in the <b>Occupation</b> field. This ensures that the hospital name is displayed on <a href="#">Health &gt; Maintenance &gt; Student Health &gt; Emergency</a>.</p>  |
| <b>Enrolling Person</b> | <p>Select if this contact is the person who enrolled the student. Only one contact can be an enrolling person.</p>  |
| <b>DOB</b>              | <p>Type the contact's date of birth in the MMDDYYYY format.</p>   |
| <b>Address</b>          | <p>Type the contact's complete address. Or, click <b>Copy Student Address</b> to copy the student's mailing address from the <a href="#">Demo1</a> tab.</p> <p>The street number allows only alpha, numeric, space, hyphen, period, and #, and can be a single digit or character.</p> <p>The street name allows only alpha, numeric, space, hyphen, period, #, /, and apostrophe, up to 60 characters.</p> <p>The apartment number allows only alpha, numeric, space, hyphen, and #, up to 7 characters.</p> <p>The city field allows only alpha, space, hyphen, and apostrophe, up to 17 characters.</p>  |
| <b>E-mail</b>           | <p>Type the contact's email address, up to 48 characters.</p> <p>TWEDS Data Element: EMAIL-ADDRESS (E1243)</p> <p>Multiple contacts cannot use the same email address.</p>  |
| <b>Occupation</b>       | <p>Type the contact's occupation, up to 25 characters.</p>  |
| <b>Migrant</b>          | <p>Select if the contact is for a migrant student.</p>  |
| <b>Parent/Guardian</b>  | <p>Select if the contact is the student's parent or guardian. If selected, the <b>Guardian Verified</b> and <b>Parent Military</b> fields are enabled.</p>  |

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| <b>Guardian Verified</b>  | <p>Select to confirm that this person has been verified as the parent/guardian for the student. <b>You must enter the parent's email address in the Email field when using this option.</b></p> <p>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.</p> <p><b>NOTE:</b> 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.</p> <p><b>NOTE:</b> An audit log record will be made to track users who verify parent/guardians.</p> <p>This field is cleared when the <a href="#">Set Parent Portal IDs</a> utility is run includes the student.</p> |                          |   |             |   |
| <b>Parent Military</b>  | <p>Select if the contact has military connections. If selected, <b>Branch of Service</b> and <b>Rank</b> are enabled. <b>Branch of Service</b> is required.</p> <table border="1" data-bbox="432 837 1476 992"> <tr> <td data-bbox="432 837 671 913"><b>Branch of Service</b></td> <td data-bbox="671 837 1476 913">Select the branch of service in which the contact serves.</td> </tr> <tr> <td data-bbox="432 913 671 992"><b>Rank</b></td> <td data-bbox="671 913 1476 992">Type the abbreviation of the military rank of the contact, up to five characters.</td> </tr> </table>  | <b>Branch of Service</b> | Select the branch of service in which the contact serves. | <b>Rank</b> | Type the abbreviation of the military rank of the contact, up to five characters. |
| <b>Branch of Service</b>  | Select the branch of service in which the contact serves.  |                          |   |             |   |
| <b>Rank</b>   | Type the abbreviation of the military rank of the contact, up to five characters.  |                          |   |             |   |
| <b>Emergency</b>  | Select if the contact should be notified in the event of an emergency.   |                          |   |             |   |
| <b>Receive Mailouts</b>   | 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 <b>Priority=1</b> .  |                          |   |             |   |
| <b>Language</b>   | 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.  |                          |   |             |   |
| <b>Phone Preference</b>   | Select the contact's preferred phone number. If selected, you must enter the corresponding phone number. For example, if you select <i>Cell</i> , the <b>Cell Ph Nbr</b> field is required.  |                          |   |             |   |
| <b>Home Ph Nbr<br/>Business Ph Nbr<br/>Cell Ph Nbr<br/>Other Ph Nbr</b> | Type the contact's home, business, cell, and other phone numbers, including area code, as applicable.  |                          |   |             |   |

|                              |                           |   |
|------------------------------|---------------------------|---|
| <b>Transport Information</b> | <b>Right to Transport</b> | 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.  |
|                              | <b>Driver License</b>     | 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.  |
|                              | <b>Vehicle</b>            | 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.<br><br>The make and model can be up to 15 characters.<br><br>The plate number can be up to 8 characters. |

Click **Save**.

### Other functions and features:

|   |  |
|---|--|
|  | <p><a href="#">Edit a record.</a></p> <p>The data is displayed in fields below the grid allowing you to make changes.</p> <p>Update the fields as needed, click <b>OK</b>, and then click <b>Save</b>. The changes are displayed in the grid.</p>  |
|  | <p><a href="#">Delete a row.</a></p> <p>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.</p> <p>2. Click <b>Save</b>. You are prompted to confirm that you want to delete the row. Click <b>Yes</b> to continue. Otherwise, click <b>No</b>.</p> <p>You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).</p> |
| <b>Comments</b>   | <p><a href="#">View or add comments.</a></p> <p>Click to view or add comments about the student. The Comments window opens.</p> <p>If comments exist for the student, an exclamation mark is displayed on the button and it is outlined in red.</p>  |
| <b>TEA Unique ID</b>  | <p><a href="#">Request an Unique ID from the state.</a></p> <p>Click on the TEA Unique ID button to request an Unique ID from the state for students and staff.</p>  |
| <b>Hist Directory</b>   | <p><a href="#">Retrieve a student enrolled in a prior school year.</a></p>   |
| <b>Bus Info</b>   | <p><a href="#">View or update the student's bus information.</a></p> <p>The button does not appear until you retrieve a student on the Student Enrollment page.</p>  |





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