

Contacts Page - Field Name Information

- The Contacts page is required to be completed by the State Department
- Parent/Contact fields are populated from the Addresses & Demographics Page. These fields are linked and will change on both pages if edited from either page.

Parents/Contacts

	Home Ph	Day/Wrk Ph	Employer	Email
Mother(LN,FN):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Father(LN,FN):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Guardian(LN,FN,MN):	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Guardian Alert:	<p>Guardian Alert: This box should be used to record any guardian notes or information related to the student. When text is keyed into this box, the will appear at the top of each PowerSchool page opened for the student. Users can click on the symbol to read the alert information</p> <p>Alert Expires: If the guardian alert is due to a temporary situation, the end date should be entered as to when the alert is no longer valid. Leave the date as 0/0/00 for alerts that do not have an "end date".</p>			
Alert Expires (date)				
Single Parent Household:	<input type="text"/>			

Field Name for Searching:

Mother	Father	Guardian
Mother	Father	Guardian_LN
Mother_home_phone	Father_home_phone	Guardian_FN
Motherdayphone	Fatherdayphone	Guardian_MN
Mother_Employer	Father_Employer	Guardian_Home_Phone Guardiandayphone
mother_email	father_email	Guardian_employer
		Guardianemail

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Single Parent Household Field Info: Field Name = StudentCoreFields.singleparenthshldflag

**This field is NOT related to the CATE field that refers to Single Parent.*

This field should be marked TRUE for students who reside in a single parent household--



The screenshot shows a form field with the label "Single Parent Household:". To the right of the label is a dropdown menu that is currently open, displaying two options: "True" and "False". The "True" option is highlighted with a blue background. To the right of the dropdown menu is a dark blue button with the text "Submit" in white.

Contact Data NOTES:

You will need to enter the Contact information for Contacts 1 - 5 as appropriate for each student. If the primary contact for the student is the mother (or parent 1 or guardian), you will need to enter the mother in this field and appropriate information in all the Contact 1 fields.

Likewise, if father is the next person to contact, you will need to enter father information in Contact 2 fields.

Enter contact for other persons designated by the person primarily responsible for the student as grandmother, grandfather, aunt, neighbor, etc. for contact fields 3 - 10.

Indicate whether to use the listed contact for emergency purposes

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Contact 1 - Contact 5 are NEW fields and are NOT linked to any other PowerSchool pages. These contacts are also used to populate data in Enrich. *The SCDE stated that sometime during the 2015-2016 school year it will only be contacts Contact 1 - Contact 2, when this change takes place we will notify the district.*


Contact 6 - Contact 10 are pulled from the Emergency Contacts (Custom Pages) and the fields are linked so that data will show on both pages (at this time). *Please understand using the Emergency Contacts (Custom Pages) page is a school decision and not a requirement by the district or the SCDE.*

Edit	Contact 1									
Edit	Contact 2									
Edit	Contact 3									
Edit	Contact 4									
Edit	Contact 5									
Edit	Contact 6									
Edit	Contact 7									
Edit	Contact 8									
Edit	Contact 9									
Edit	Contact 10									

Emergency Comments:

Medical Alert:

Alert Expires (date) (MM/DD/YYYY) (0/0/0 to never expire)

Medical Alert– This box should be used to record any medical needs the student may have. When text is keyed into this box, the  will appear at the top of each PowerSchool page opened for the student. Users can click on the symbol to read the alert information.

Alert Expires – If the medical alert is temporary – (Example: The student is on crutches and may need extra time to get to class) –the end date should be entered as to when the medical alert is no longer valid. Leave the date as 0/0/00 for alerts that do not have an “end date”.

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Contact 1 Edit

Hoag, Aaron Kaleb 2 594879 YPA

Name (Last, First):	<input type="text"/>	Relationship:	<input type="text"/>
Cell Ph:	<input type="text"/>	Emergency Contact:	<input type="checkbox"/>
Work Ph:	<input type="text"/>	Custody:	<input type="checkbox"/>
Email:	<input type="text"/>	Lives With:	<input type="checkbox"/>
Receives Mail:	<input type="checkbox"/>	Employer:	<input type="text"/>

Contact 1		Student	
Street	<input type="text"/>	Copy from Student	Street
City	<input type="text"/>	Copy from Student	City
State	<input type="text"/>	Copy from Student	State
Zip	<input type="text"/>	Copy from Student	Zip
Home Ph	<input type="text"/>	Copy from Student	Home Ph

[Back](#) [Delete](#) [Submit](#)

To remove data or delete contact information---

Click Edit Contact
Select the DELETE option
Submit

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Note the field naming convention: S_SC_STU_CONTACTS_X.CONTACT #_FIELDNAME
 * S_SC_STU_CONTACTS_X. Refers to the PowerSchool Table

When searching PowerSchool, change the number behind CNT to the contact number you are searching for:

Display Name	Internal Field Name	Description
Name	S_SC_STU_CONTACTS_X.Cnt1_fname S_SC_STU_CONTACTS_X.Cnt2_fname S_SC_STU_CONTACTS_X.Cnt3_fname S_SC_STU_CONTACTS_X.Cnt4_fname S_SC_STU_CONTACTS_X.Cnt5_fname S_SC_STU_CONTACTS_X.Cnt6_fname S_SC_STU_CONTACTS_X.Cnt7_fname S_SC_STU_CONTACTS_X.Cnt8_fname S_SC_STU_CONTACTS_X.Cnt9_fname S_SC_STU_CONTACTS_X.Cnt10_fname	First name of the first contact
Name	S_SC_STU_CONTACTS_X.cnt1_lname	Last name of the first contact
Relationship	S_SC_STU_CONTACTS_X.cnt1_rel	The relationship of the contact to the student; select from drop-down.
Home Phone	S_SC_STU_CONTACTS_X.cnt1_hphone	
Work Phone	S_SC_STU_CONTACTS_X.Cnt1_wphone	
Cell Phone	S_SC_STU_CONTACTS_X.Cnt1_cphone	
Emergency	S_SC_STU_CONTACTS_X.cnt1_emerg_ind	Indicates this contact should be notified in an emergency situation

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Custody	S_SC_STU_CONTACTS_X.cnta1_custody S_SC_STU_CONTACTS_X.cnt2_custody S_SC_STU_CONTACTS_X.cnt3_custody	Indicates this contact has custody of the student. Note: This internal field name “cnta1_custody” does not follow the naming convention for the contact fields due to a typo when the field was created. This will be fixed by Pearson at some point. This ONLY applies to the Custody field for Contact 1
Lives With	S_SC_STU_CONTACTS_X.Cnt1_living_with	Indicates that the student LIVES WITH this contact
Rcvrs Mail	S_SC_STU_CONTACTS_X.cnt1_recvmail	Indicates this contact should receive mail related to the student
Email	S_SC_STU_CONTACTS_X.Cnt1_email	Email Address
Address	S_SC_STU_CONTACTS_X.Cnt1_street	PHYSICAL Address
City	S_SC_STU_CONTACTS_X.Cnt1_city	City
State	S_SC_STU_CONTACTS_X.Cnt1_state	State
Zip	S_SC_STU_CONTACTS_X.Cnt1_zip	Zip Code
Employer	S_SC_STU_CONTACTS_X.Cnt1_employer . S_SC_STU_CONTACTS_X.Cnt10_employer	Employer Name
Emergency Comments	S_SC_STU_CONTACTS_X.Emg_Comments	Emergency Comments – There is no indicator related to the emergency comments as there is with Guardian Alert or Medical Alert.

The information in this document should be read and used in combination with the 2015-16 SCDE SC PowerSchool Specifics Fields Combo Manual which is located on The Bookshelf.