

Family Link

The Family function provides the names, grades, and schools of students who are related to the selected student. Use this page to link and copy information between related students or to remove the link for students who are incorrectly identified as members of the same family.

How to Link and Copy Information for Related Students

- On the start page, search for and select a student
- Under Information, choose **Family**. The Students with Shared Family Information page appears. If no other students are linked to this student, you can search for other family members.
- Click **Search for Additional Family Members**.

Family Members

There aren't any students currently linked to this student.

[Search for Additional Family Members](#)

- Enter information to search for related students. **Telephone Number & Address are required fields.**

Family ID	<input type="text"/>
Mother's Name	<input type="text"/>
Father's Name	<input type="text"/>
Phone	<input type="text"/> *
Guardian's Name (Last, First)	<input type="text"/> , <input type="text"/>
Address (Street, City)	<input type="text"/> * , <input type="text"/> *
Sibling's Name (Last, First)	<input type="text"/> , <input type="text"/>
<input checked="" type="checkbox"/> Include Student's Last Name (Smith) In Search.	

If records are found during the search process, the Family Search Page will show possible matches:

Copy: Click Copy beside the student from which you would like to copy demographic, parent, and emergency contact information from

Click on the student name to [view](#) demographic data that will be copied to the selected student record. Copying Demographic data from one record to another is optional. If you select the Copy radio button, the "Related" box is automatically checked

Related: Select the Related checkbox for any students related to the selected student

Possible Family Members

The following list of students represent those who matched all or some of the search criteria and may possibly be family members of the current student. To use one of the listed students as a source to copy demographic, parent and emergency contact information from the select the appropriate "Copy" radio button. To establish a family link between the student enrolled and any of the students listed below, check the "Related" checkbox. The system will establish a link between them and keep their common family information synchronized.

Copy	Related	Student Name	School	Grade	Family ID	Physical Address	Mother's Name	Father's Name
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	[REDACTED]	South Carolina Virtual Charter School	3	304453	348 Fox Trot Dr.		[REDACTED]
<input type="radio"/>	<input type="checkbox"/>	[REDACTED]	South Carolina Virtual Charter School	8	304453	348 Fox Trot Dr.		[REDACTED]

How to REMOVE a Family Link

- Search for Student
- Choose FAMILY
- Check the box above the student you wish to remove from the Family Link
[Removing a Family Link does not change demographic data. If you used the copy option to link students, you will need to update the Demographic, Parent, & Emergency Contact information once the family link is removed.](#)

Family Members

The following students have been linked as family members and share the family information specified. To remove a student from this link select the check box next to the appropriate student(s) and submit. To copy all of the specified information from one of these students to the current student, click on the Copy From button next to the appropriate student before submitting.

Copy From:	<input type="radio"/>	<input type="radio"/>
Remove from Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Submit