

BARBARA MOORE

- **Worked in Education in Delaware Schools for 25 years**
- **PowerSchool User since 2005**
- **PS School Administrator - School**
- **PS District Administrator - District Office**
- **Software Support and Trainer with PSISJS, LLC since 2017**



PSISJS

My name is Barbara Moore

I have worked in Education in the State of Delaware for about 25 years

Been a PowerSchool user since 2005

School PS administrator

District PS Administrator

Started with Bill in June of 2017

POWER SOURCE ARTICLE 9508

- Student Contacts is one of the most highly anticipated PowerSchool features ever.
- It transforms the way people are associated with students, supporting interconnected relationships and modern family structures.
- Contacts are now their own entity in PowerSchool.
- Student Contacts includes a backward-compatibility layer to ensure your district can continue to use PowerSchool in the ways you are already familiar.

Student Contacts changes the way people are associated with students, supporting modern family structures.

Contacts are now their own entity in PowerSchool with their own data set that can be shared with multiple students.

Includes Backward compatibility layer to ensure your school/district can continue to use PowerSchool in the ways you are already familiar with

POWERSCHOOL VERSION 12 – STUDENT CONTACTS

Provide new modern way to track contacts associated with students

- Parents, Guardians, Emergency Contacts
- Contact flags (custody, lives with, can pick up, etc.)
- Start and End dates when needed

Fully support family structures

- Foster Parents
- Two mothers/Two fathers
- Step-parents
- Anything



PowerSchool Version 12 introduces the new Student Contact tables.

This provides a new modern way to track contacts associated with students

You can now assign flags to contacts such as custody, lives with, emergency, can pick up, etc.

You can also add start and end dates when needed.

Student contacts support family structures

foster parents

two mothers/two fathers

stepparents

anything

BETTER DATA TRACKING

For each contact

- Full Names
- Multiple phone numbers
- Multiple addresses
- Multiple email addresses
- Parent Portal Account Information



Student contacts provides better data tracking because each contact can have
full names
multiple phone numbers, addresses and email addresses
Also includes parent portal account information

POWERSCHOOL VERSION 12

Migration of data

- Students table to Contact Tables
 - Mother
 - Father
 - Guardianemail
 - Emergency 1
 - Emergency 2
 - Emergency 3

Now only need a single contact record related to 0 or more students.



During an upgrade and install of PowerSchool Version 12 your data was migrated from the students table into the contact tables.

The following fields were migrated: Mother, Father, Emergency 1, 2, 3

No more having a family of 5 and entering the same information in PS 5 different times for each student.

MAINTAIN HISTORICAL DATA

Data

- Currently in Students Table or custom fields relating to
 - Mother
 - Father
 - Emergency 1, 2, 3
- Maintain backwards compatibility
 - Synchronize a dual-write to the new architecture (student contacts table)



Because of the need to maintain historical data, PowerSchool has a backward compatibility, which means there is a synchronize dual-write to the new architecture. Any data in mother, father or emergency 1,2,3 will synchronize to the student contacts table

THINK DIFFERENTLY

- One contact, associated with multiple students
- Previously parents could be listed multiple times.
- Consolidation – taking the contacts with the same name and evaluating whether the person is the same person & then combining/consolidate the data to one contact

Contacts forces you to Think Differently

1 Contact associated with multiple students

Previously parents could be listed multiple times

Now with contacts you only need 1 contact that can be associated to multiple students

There will be a need to consolidate the data that was migrated to contacts.

Consolidation means – taking the contacts with the same name and evaluating whether the person is the same person & then combining/consolidate the data to one contact

PREPARING FOR CONTACTS

Student Contacts was designed from the ground up with backward compatibility in mind.

All of your systems will continue to function as they did before without the need to make any changes.

However, to take advantage of the full Student Contact features you will want to make a plan to upgrade your external systems, reports, and customizations so they can see the new fields and tables. Until your systems and customizations are upgraded, they will continue to function with the original legacy contact data.

State and Provincial Reporting

Data Migration

Field Level Security (FLS)

Data Validation Rules

External systems such as (School Messenger, Brightarrow, Alert Systems, Lunch systems)



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State and Provincial Reporting

Data Migration

Field Level Security (FLS)

Data Validation Rules

External systems such as (School Messenger, Brightarrow, Alert Systems, Lunch Systems)

ORIGINAL CONTACT TYPE IS IMPORTANT!!

Only contacts that are "Original Contacts" are mapped back to the original pages, and only the data that can be displayed in the original location will be shown there.

During migration, every single original contact is assigned an "Original Contact Type" corresponding to the core contact type from the student (Mother, Father, etc.).

The Original Contact Type value is very important - it is the only way PowerSchool knows which contact in the new system should be mapped back to the student on the original pages and tables. Contacts can be associated with multiple students, but every student has their own single set of the six original contacts viewable on the original pages.

Note that Parent Access Accounts are not assigned an Original Contact Type.

All Parent Access Account student associations are maintained as they were prior to Student Contacts.

Original contacts are mapped back to the original PowerSchool pages. During migration, every single original contact is assigned an "Original Contact Type" corresponding to the core contact type from the student (Mother, Father, etc.). The Original Contact Type value is very important - it is the only way PowerSchool knows which contact in the new system should be mapped back to the student on the original pages and tables. Contacts can be associated with multiple students, but every student has their own single set of the six original contacts viewable on the original pages.

Note that Parent Access Accounts are not assigned an Original Contact Type. All Parent Access Account student associations are maintained as they were prior to Student Contacts

ORIGINAL CONTACT TYPE

Creation of "Original Contact Type"

Mother (last, first)	Adair, Willima
Mother's Day Phone	1-555-555-9027
Mother's Employer	Apple Computer
Mother's Home Phone	1-555-555-8124

Based on the source of the original contact information, an Original Contact Type is assigned



 **Willima Adair**
Employer Apple Computer
Phone (Day) 1-555-555-9027
Phone (Home) 1-555-555-8124
 **Original Contact Type** Mother



You will notice on the contacts page an original contact type. How did that get there? During migration any data in mother or father would assign an original contact type. So if mother was populated and your data migrated during an upgrade to Version 12, on the contacts page, mother would appear as the original contact type next to the mother's name.

The original contact this record is tied to in the original student pages. Only records with an Original Contact Type are mapped back to the original system. The Original Contact Type can be one of the following: Mother, Father, Guardian, Emergency Contact 1-3.

WHAT MIGRATED?

Data comes from these screens

Demographics

Father (last, first)	Adair, Adam
Father's Day Phone	
Father's Employer	PowerSchool
Father's Home Phone	1-555-555-1014
Gender	M
Grade Level	12
Graduation Year	
Guardianship	
Guardian Email	momanddad@PSSIS.com
Mother (last, first)	Adair, Willima Sarah
Mother's Day Phone	1-555-555-9021
Mother's Employer	Apple Computers
Mother's Home Phone	

Parent Information	
Mother's Name	Adair, Willima Sarah
Daytime Phone	1-555-555-9021
Father's Name	Adair, Adam
Daytime Phone	

Guardian Name & Info	
Last, First, Middle	
Daytime Phone	
Previous Guardian Info	
Single Parent Household	
Guardian Email	
Guardian's Email Address	momanddad@PSSIS.com

Contact #1	Contact Name (Last, First)	Relationship
	Mccarthy, Jonathan	
	Phone	Phone Type
	1-555-555-6049	
Contact #2	Contact Name (Last, First)	Relationship
	Name, No	
	Phone	Phone Type
	1-555-555-4444	
Contact #3	Contact Name (Last, First)	Relationship
	Phone	Phone Type

Parent Access Accounts

John Adair

Access Accounts

Parents

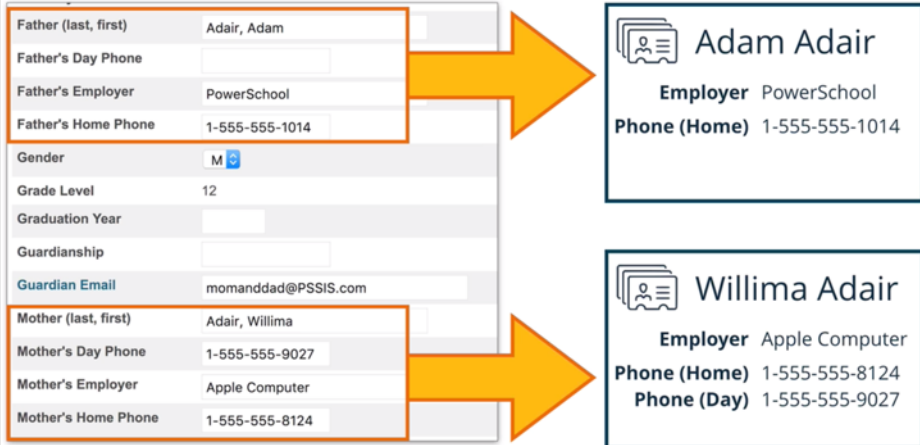
Emergency/Medical

Data that is auto-migrated comes from these 4 screens

1. Demographics
2. Parents
3. Emergency/Medical
4. Access Accounts

UPGRADING TO VERSION 12 – AUTO-MIGRATES DATA

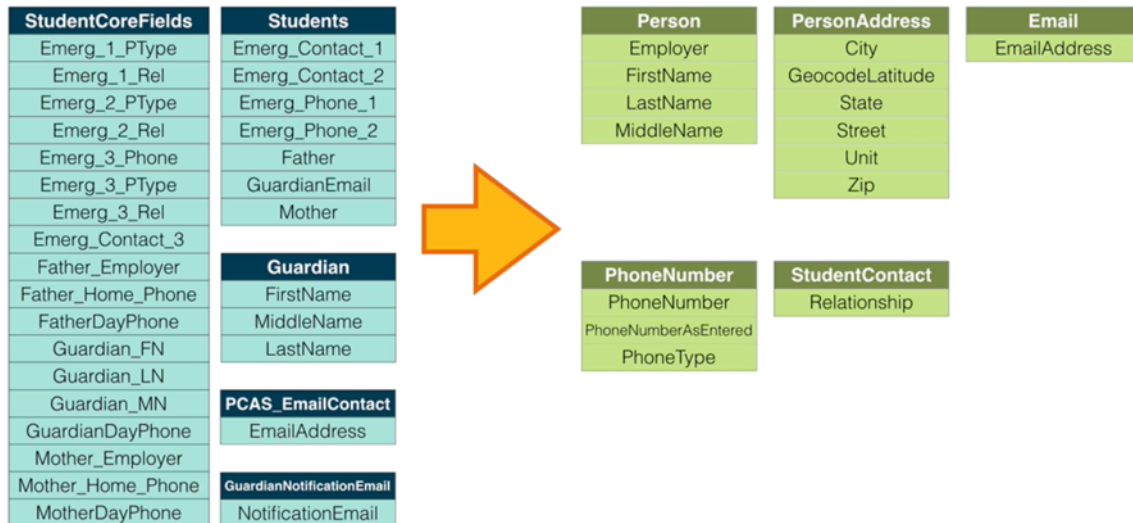
Installing 12 Auto-Migrates Contacts



The auto-migration that took place when your PowerSchool was upgraded to Version 12 moved your data in from the student fields (mother, father, guardianemail, emergency 1,2,3) to the student contacts table fields and created a contact for each mother, father, emergency 1,2,3

So there is duplication of contacts.

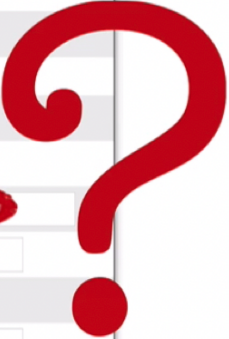
Installing 12 Auto-Migrates Contacts




Before 12 – data stored only Student core fields, students, guardian PCAS
EmsilContact, GuardianNotificationEmail


After 12 – data is stored in all of the above plus now in the different student contact
tables

WHAT IS A “NO NAME” RECORD??



(last, first)	Adair, Adam
s Day Phone	
s Employer	PowerSchool
s Home Phone	1-555-555-1014
	M
Level	12
tion Year	
anship	
an Email	momanddad@PSSIS.com
(last, first)	Adair, Willima
s Day Phone	1-555-555-9027
s Employer	Apple Computer
s Home Phone	1-555-555-8124

**Adam Adair**
Employer PowerSchool
Phone (Home) 1-555-555-1014

**Willima Adair**
Employer Apple Comput
Phone (Day) 1-555-555-902
Phone (Home) 1-555-555-812

No name record is created because data was populated in the guardian email field. Prior to Student contacts, schools and districts had to use this field because PowerSchool did not provide a PS field to house the email addresses. Schools and districts created custom fields for that.

This is one of the many reasons why contact consolidation should happen.

Proceed carefully. If you use a third party vendor (SchoolMessenger, Any lunch program, or any other notification program) that pulls data from PowerSchool, until ALL your contacts have been consolidated and cleaned up, you will need to keep your Student screens (demographic, parent and emergency/medical) updated also. You will also have to notify that third party vendor you use to let them know your school is “all in” with student contact and ALL your data is updated. Until that happens, it is very important that you update both contacts AND demographics, parents and medical/emergency.

DUAL-WRITE

Data Dual-Writes Based on OCT

Demographics

Prefix	First Name	Middle Name	Last Name
<input type="text"/>	Willima	Sarah	Adair

Gender

Employer

Apple Computer

Contact Details

Adair, Brandon 12 3 A AGHS1

Parents

Parent Information	
Mother's Name	Adair, Willima Sarah
Daytime Phone	1-555-555-9021
Father's Name	Adair, Adam
Daytime Phone	

We spoke about backward-compatibility.....

PS built in a data dual-write process.

If you change mother name, father name, of a contact on the contact page and it has an original contact of mother and/or father, it will change the data on the parents page and demographic page.

Likewise if you change an emergency contact person's name on the contact page and again if it has an original contact of Emergency 1,2 or 3, it will change that person's name on the emergency/medical page

If you remove a "no name" record

CONTACT RECORD

A Contact Record

1. Name, gender, employer
2. Web Account Info
3. List of related students
4. Phone numbers
5. Email addresses
6. Mailing addresses

The screenshot shows the 'Contact Details' page in the PowerSchool system. Red numbered circles (1-6) highlight specific sections: 1. Personal information (Name, Gender, Employer), 2. Web Account Info (Username, Password), 3. List of related students (Table with columns: Student, Name, Relationship, Contact, Date, Status, Action), 4. Phone Numbers (Table with columns: Number, Type, Primary Number, Primary Email, Action), 5. Email Addresses (Table with columns: Address, Type, Email Address, Action), and 6. Mailing Addresses (Table with columns: Address, Type, Mailing Address, Mailing Email, Action). The ISJS logo is visible in the bottom right corner.

One big screen that is pertains just to that contact

- Name, gender, employer
- Web account info
- List of related students
- Phone Numbers
- Email Addresses
- Mailing address

CONTACT TAB

Search for Contacts

PowerSchool

Start Page

Students Staff **Contacts**

First Name Last Name

Street Address

Phone Number Extension

Email Address

Include Inactive Only Show Access Accounts

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search

Search results (0)

No Contacts match your entry.

ISJS

Now your start screen has replaced the Parents Tab with the Contacts Tab, which has more fields to search on than the old Parent screen

A Contact Record

1. Name, gender, employer
2. Web Account Info
3. List of related students
4. Phone numbers
5. Email addresses
6. Mailing addresses

The screenshot shows the 'Contact Details' page in the PowerSchool system. The left sidebar contains a navigation menu with items like 'Students', 'Contacts', 'Reports', 'People', 'Groups', 'Applications', 'Settings', and 'Tools'. The main content area is titled 'Contact Details' and contains several sections: 'Demographics', 'Web Account Access', 'Students', 'Phone Numbers', 'Email Addresses', and 'Addresses'. Each section is annotated with a red circle and a number from 1 to 6, corresponding to the list on the left. The 'Students' section contains a table of related students.

Student	Name	Relationship	Gender	Home	School	Emergency	Original	Start	End	Notes
100	Emily Smith	Mother	✓	✓	✓	✓	Mother	6/10/2019	✓	
101	Emily Smith	Mother	✓	✓	✓	✓	Mother	6/10/2019	✓	
AD001	Emily Smith	Mother	✓	✓	✓	✓	Mother	6/10/2019	✓	
AD002	Emily Smith	Mother	✓	✓	✓	✓	Mother	6/10/2019	✓	
AD003	Emily Smith	Mother	✓	✓	✓	✓	Mother	6/10/2019	✓	
AD004	Emily Smith	Mother	✓	✓	✓	✓	Mother	6/10/2019	✓	

Contacts replaces the parent tab and parent search on the left vertical menu.

SEARCH FOR CONTACTS

Start Page

Students
Staff
Contacts

First Name

Last Name

Street Address

Unit

Phone Number

Extension

Email Address

☐ Include Inactive
 ☐ Only Show Access Accounts
 ☐ Filter By Current Student Selection (9)

When searching contacts, make sure none of these options are checked

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

You can search for a contact by the last name or first and last name or street, phone number, email address

To begin the clean up process ahead of you, you may want to start working with students' contacts alphabetically

From the Start page click on the letter A. By default on the start page you are searching for students, unless you change the tab to Staff or Contacts

Choose A from the alphabet or enter the letter A in last name

A list of all students with the last name that begins with A will appear.

Click on the first one in the list.

SEARCH FOR CONTACTS – BY NAME - RESULTS

Search results (4)

Contact	Access Account	Street Address	Phone Number	Email Address	Associated Student(s)
Moore, Barbara	✓	41 Clipper Court	302-229-3130 302-229-3130 302-834-5648	moorebj24@comcast.net moorebj24@gmail.com	Allison, Xavier Michael Chester, Julian Chester, William Higgins, James A Hurley, John McGraw, Logan Ryan Moore, Aubrey Grace Smith, Curtis Talley-Starita, Luciana Maria
Moore, Barbara	✓			barbaramoore@yahoo.com	
Moore, Barbara	✓			bmoore88@yahoo.com	
Moore, Barbara Rush					Moore, Aubrey Grace

Rows/Page 10

Select By Hand Consolidate Contacts

Searching for a specific person will bring up all the contacts that match your search criteria, regardless of what school the associated students are in.

SEARCH CONTACTS – BY EMAIL

Start Page

Students

Staff

Contacts

First Name

Last Name

Street Address


Unit

Phone Number

Extension

Email Address

moorebj24@gmail.com



Sometimes you have to search by email address.

For example, parent's cannot log into the parent portal. This could be because there are 2 or 3 contacts for the specific parent and one of them could not have a first and last name, but a No Name.

Searching by email address, filters your results better.

SEARCH CONTACTS – BY EMAIL - RESULTS

Search results (2)

Contact	Access Account	Street Address	Phone Number	Email Address	Associated Student(s)
Moore, Barbara	✓	41 Clipper Court	302-229-3130 302-229-3130 302-834-5648	moorebj24@comcast.net moorebj24@gmail.com	Allison, Xavier Michael Chester, Julian Chester, William Higgins, James A Hurley, John McGraw, Logan Ryan Moore, Aubrey Grace Smith, Curtis Talley-Starita, Luciana Maria
No Name:350128				moorebj24@gmail.com Wchester@hotmail.com	Chester, Julian Chester, William

Rows/Page 10

Select By Hand

Consolidate Contacts



The results from my search by email brought 2 contacts because the email addresses associated with No Name are entered into both Julian and William Chester's guardian email field on the demographic page.

SEARCH CONTACTS – BY EMAIL


Guardian Email

moorebj24@gmail.com,Wchester@

No Name:350128

→moorebj24@gmail.com
Wchester@hotmail.com

Chester, Julian
Chester, William



On both Julian and William’s demographics page the guardian email was populated
The result of the search put a No Name because Guardian Email when migrated to
student contacts wasn’t associated with a student because there could be more than
1 email address in Guardian Email.

DUPLICATION OF RECORDS - CONSOLIDATION

Consolidation of contacts will need to be done manually.

- Duplicate contacts can and should be consolidated into a single record
- Preview screen allows for review of how the data will look before consolidation

Three Basic Steps

1. Search for duplicates
2. Choose which ones to consolidate
3. Verify/Edit merged contact record



We all have had duplication for years.

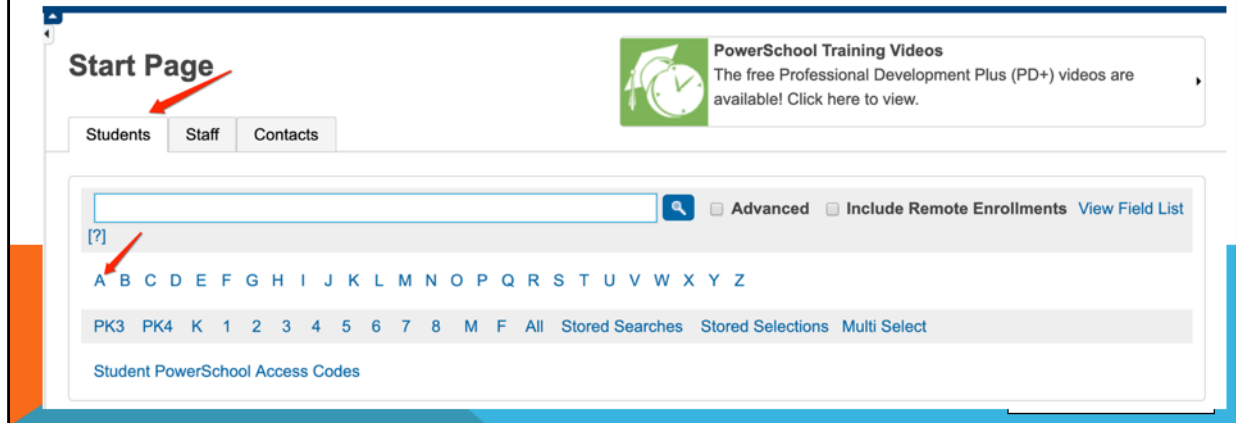
When data was migrated during the update to PS Version 12, you will get duplication of contact records because siblings each could have the same mother and father and both those contacts come over.

There is going to be some clean-up that will have to be done. Your duplicate contacts can be merged into a single contact record

Three steps:

1. Search for duplicates
2. Choose which ones to consolidate
3. Verify/edit merged contact record

CLEANING UP – CONSOLIDATION OF CONTACTS
WHERE TO START?
SEARCH FOR STUDENTS' CONTACTS – ALPHABETICALLY
BY LETTER



To begin the clean up process ahead of you, you may want to start working with students' alphabetically.

By default on the start page you are searching for students, unless you change the tab to Staff or Contacts

Choose A from the alphabet or enter the letter A in last name

A list of all students with the last name that begins with A will appear.

Click on the first one in the list.

Click on Contacts from the left vertical menu

SEARCH FOR CONTACTS BY STUDENTS

ALPHABETICALLY BY LETTER

PowerSchool SIS
Welcome, Barbara Moore | [Help](#) | [Sign Out](#)

School: Holy Rosary School | Term: 19-20 Trimester 1

Start Page > Student Selection > Contacts

Contacts

→

Abbott, Mary 1 1158
HR#
Home Phone: 302-888-5678
HRS

Show All (+0)
Add

Order	Name / Email	Relationship	Phone Type	Phone	Address	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Actions
1	Michael Abbott	Father	Daytime	302-555-6666						Father				
2	Beverly Abbott	Grandmother	Home	302-655-2266						Emergency 1				
3	Joyce Abbott	Mother	Daytime	302-888-2230						Mother				
4	No Name:394441 <jabbott88@gmail.com>									Guardian				

Guardian Email

jabbott88@gmail.com,mabbott99@gmail.com

(Separate multiple emails with commas, do not include any spaces)

From the previous screen where the search was for students' whose last names began with A, I chose Mary Abbott and clicked on her Contacts screen. You will see there are 4 contacts, 3 of which have a name

The last one, No Name 394441 has an email address

This came over when data was migrated into student contacts because prior to student contacts, there was nowhere to enter an email address for mother and father, so schools used guardian email. Some schools also created custom fields (motheremail, fatheremail). During migration, the emails in guardian email are not associated with any name, so it came over with a "no name".

This will have to be cleaned up. However, consolidating this no name email address with either the mother or father, DOES remove it from the guardianemail field on the demographic, and custom student registration page. This guardianemail, along with motheremail and father email is what is sent to SchoolMessenger nightly. DO NOT DELETE the "no name" contacts until ALL your contacts have been consolidated.

SEARCH FOR CONTACTS BY STUDENTS ALPHABETICALLY BY LETTER

[REDACTED]
HR# 4W-204
[REDACTED]
CTCS

☒ Show All (+0) Add

Order	Name / Email	Relationship	Phone Type	Phone	Address	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Actions
	Megan Walstrom <mwalstrom@rahaimsaints.com>	Mother	Mobile	302-750-0162	39 Phoebe Farms Ln New Castle, DE 19720					Mother			✓	
	Eric Walstrom <Ericeric@mercereiderlaw.com>	Father	Mobile	732-773-9526	39 Phoebe Farms Ln New Castle, DE 19720	✓	✓	✓	✓					
	Winnie Rush <wrush@rushuniform.com>	Grandmother		302-690-1118	39 Clipper Court Bear, DE 19701			✓	✓	Emergency 1	8/27/2019			
	Mike Rush <mrush@rushuniform.com>	Grandfather		302-690-1117	39 Clipper Court Bear, DE 19701			✓	✓	Emergency 2	8/27/2019			
	No Name:380518 <mwalstrom@rahaimsaints.com>									Guardian				
	Winifred Rush	Grandmother		302-690-1118,302-328-4826					✓					
	Mike Rush	Grandfather		302-690-1117,302-328-4826					✓					
	Eric Walstrom	Father	Home	302-325-3060						Father				

This example shows multiple duplicated contacts for one student, as depicted with colored arrows.

Take Mike Rush for example.

CONSOLIDATION OF CONTACTS

Start Page

Students

Staff

Contacts

First Name

Mike

Last Name

Rush

Street Address

Unit

Phone Number

Extension

Email Address

☐ Include Inactive
 ☐ Only Show Access Accounts
 Filter By Current Student Selection (0)

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search

Search results (2)

Contact	Access Account	Street Address	Phone Number	Email Address	Associated Student(s)
Rush, Mike			302-690-1117, 302-328-4826		Walstrom, Seamus David
Rush, Mike		39 Clipper Court	302-690-1117	mrush@rushuniform.com	Walstrom, Seamus David

Rows/Page 10

Select By Hand

Consolidate Contacts

Choosing the Contacts tab from the start screen allows you to search for contacts
 Entering a first and last name will pull any contacts that match that search criteria.

To start the consolidation process, you will choose Select by Hand

CONSOLIDATION OF CONTACTS

Search results (2)

<input checked="" type="checkbox"/>	Contact	Access Account	Street Address	Phone Number	Email Address	Associated Student(s)
<input checked="" type="checkbox"/>	Rush, Mike			302-690-1117, 302-328-4826		Walstrom, Seamus David
<input checked="" type="checkbox"/>	Rush, Mike		39 Clipper Court	302-690-1117	mrush@rushuniform.com	Walstrom,

Rows/Page 10

Group Functions
☒ Consolidate Contacts
[Edit Contacts](#)
[Consolidate Contacts](#)

Cancel



This produces a screen with both contacts I selected in the previous screen. I want to consolidate both of them, as I have already reviewed the associated data with each contact and decided this is the same person. You will know your families and should be able to make this decision. If in doubt, DO NOT consolidate, but call the family to confirm. Then I would choose Consolidate Contacts from the bottom right corner function.

CONSOLIDATION OF CONTACTS

Consolidate Contacts

Master	Exclude	Access Account	Contact Name	Phones	Email Addresses	Addresses	Students (Original Contact Type)
<input checked="" type="radio"/>	<input type="checkbox"/>		Rush, Mike	302-690-1117	Current: mrush@rushuniform.com	Home: 39 Clipper Court	Walstrom, Seamus David (Emergency 2)
<input type="radio"/>	<input type="checkbox"/>		Rush, Mike	302-690-1117, 302-328-4826			Walstrom, Seamus David

☒ Consolidate All Data
 ☐ Keep Master Only
 [Review](#)



On the Consolidate Contacts screen, I need to choose the master. Best practice would be to keep the record that has Data Access. This particular contact does not have data access, so I chose the top one. Because I am not excluding any of these contacts in the consolidation, but merging them into one contact, I don't believe it makes much of a difference if you do not have a contact being consolidated that doesn't have access account or data access. Then Click Review in the bottom right corner of the screen.

CONSOLIDATION OF CONTACTS

Consolidated Contact

 You have unsaved changes.

Demographics

Prefix: Mr. First Name: Mike Middle Name: Last Name: Rush Suffix: *

Gender: Male (M)


Employer: Rush Uniform

☒ Active

Web Account Access




[Add Account](#)

Students

 Student details conflict encountered. To resolve, edit or remove the relationship detail.

[Show All \(+0\)](#)

[Add Students](#)

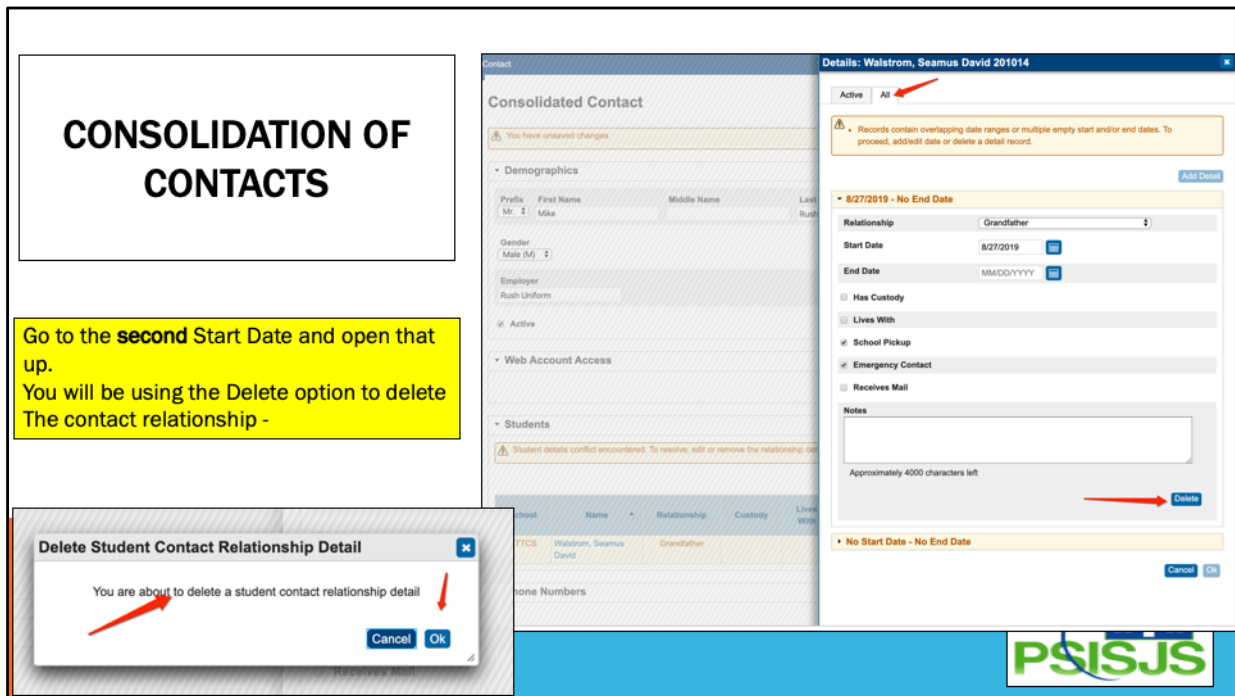
School	Name	Relationship	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Action
CTCS	Walstrom, Seamus David	Grandfather			✓	✓	Emergency 2	8/27/2019			  



On the Consolidated Contacts screen, I see that I have unsaved changes, which indicates to me I'm going to have to save this screen.

But I also see I have an error. This error tells me that to resolve it, I have to edit or remove the relationship detail.

Because this contact has an original contact type of Emergency 2, when merging contacts only, you have to remove that relationship detail so you can save the screen. Click on the pencil icon under Action



After clicking the pencil icon, there is a slide-out screen drawer
 Notice on the Active screen the original contact type is Grandfather
 Click the All Tab
 Open all Start or End Dates to view the data to identify the most recent relationship detail
 Once you have identified that
 You will need to click delete to remove the relationship detail.
 You will be prompted that you are about to delete the relationship. Click OK
 On the next screen click OK.

CONSOLIDATION OF CONTACTS


Details: Walstrom, Seamus David 201014

Active All

Add Detail

► No Start Date - No End Date

Cancel Ok



Click OK on that screen

CONSOLIDATION OF CONTACTS

Consolidated Contact

You have unsaved changes

Demographics

Prefix: First Name: Middle Name: Last Name: Suffix:

Gender: Male (M)

Employer: Rush Uniform:

☒ Active

Web Account Access

[Add Account](#)

Students

[Show All \(+\)](#) [Add Student](#)

School	Name	Relationship	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Action
CTTCS	Walton, Seamus David	Grandfather				✓	Emergency 2				Edit Delete

Phone Numbers

[Add Phone](#)

Order	Type	Phone Number	Preferred	SMS	Action
Add Edit		302-490-1117	✓		Edit Delete
Add Edit		302-490-1117, 302-328-4826			Edit Delete

Email Addresses

[Add Address](#)

Order	Type	Address Line 1	Address Line 2	Unit	City	State/Province	Postal Code	Country	Start Date	End Date	Action
Add Edit	Home	39 Clipper Court			Bear	Delaware (DE)	19701	US	8/27/2019		Edit Delete

Contact ID: 382369

[Submit Consolidation](#)

After you click OK, you will get back to the Consolidated Contact Screen.
 The message at the top tells you that you have unsaved changes.
 Click Submit Consolidation at the bottom of the screen.

CONSOLIDATION OF CONTACTS

Confirm Consolidation

This action is irreversible. If present, only the web access account of the master contact will remain active. Be sure any additional or custom data tied to these contacts has been consolidated outside of these pages.

You are about to save the data on this page to a single consolidated contact:

- Mike Rush (ID 382369)

And delete the contact(s) named:

- Mike Rush (ID 359886)

Cancel

Ok

You will get a confirmation of consolidation telling you that you are about to save the data on this page to a single consolidated contact.
Click OK

CONSOLIDATION OF CONTACTS

Consolidated Contact

Demographics

Prefix: Mr. First Name: Mike Middle Name: Last Name: Rush Suffix:

Gender: Male (M)

Employer: Rush Uniform

☒ Active

Web Account Access

[Add Account](#)

Students

☒ Show All (+0) [Add Students](#)

School	Name	Relationship	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Action
CTTCS	Walstrom, Seamus David	Grandfather				✓	Emergency 2				✓ -

Phone Numbers

[Add Phone](#)

Order	Type	Phone Number	Preferred	SMS	Action
1		302-690-1117	✓		✓ -
2		302-690-1117,302-328-4826			✓ -

Email Addresses

Addresses

☒ Show All (+0) [Add Address](#)

Now you will see you have one contact for Mike Rush with all phone numbers and the relationship of Grandfather AND the original contact type of Emergency 2.

CONTACT CONSOLIDATION

The image displays two screenshots of a contact management interface for a person named 'Arwyn Ruth'.

Left Screenshot (Active Tab):

- Relationship:** Mother (indicated by a red arrow)
- Start Date:** 8/31/2019
- End Date:** MM/DD/YYYY
- Has Custody:** ☒
- Lives With:** ☒
- School Pickup:** ☒
- Emergency Contact:** ☒
- Receives Mail:** ☐
- Notes:** (Empty text area)
- Original Contact Type:** Mother (indicated by a red arrow)
- Buttons:** Cancel, Ok

Right Screenshot (All Tab):

- Section 1 (8/31/2019 - No End Date):**
 - Relationship:** Mother
 - Start Date:** 8/31/2019
 - End Date:** MM/DD/YYYY
 - Has Custody:** ☒
 - Lives With:** ☒
 - School Pickup:** ☒
 - Emergency Contact:** ☒
 - Receives Mail:** ☐
 - Notes:** (Empty text area)
- Section 2 (No Start Date - No End Date):**
 - Relationship:** Mother
 - Start Date:** MM/DD/YYYY
 - End Date:** MM/DD/YYYY
 - Has Custody:** ☐
 - Lives With:** ☐
 - School Pickup:** ☐
 - Emergency Contact:** ☐
 - Receives Mail:** ☐
 - Notes:** (Empty text area)
- Buttons:** Add Detail, Delete (indicated by a red arrow)

A red text box with an arrow pointing to the top set of details states: "This appears to be the most recent information on this contact".

When consolidating, Always look at the Active tab at the bottom as you will see the original contact type of mother.

Looking at this particular record on the left you see at the bottom the original contact type is mot6her

Clicking on the All Tab shows you two sets of relationship details

You can tell the top portion of the page is the most recent data, so you will delete the second set relationship details

PARENTS LISTED AS EMERGENCY CONTACTS

- Parents should not be listed as Emergency Contacts at consolidation.
- You will receive an error message when consolidating if the Parents are listed as Original Contact of Mother, Father and Emergency Contact also.
- You will need to remove the relationship detail for the parents before you can consolidate.
- You may also be prompted to remove the relationship detail as in previous slides by going to the All Tab from the edit action button on the contacts screen

Students

⚠ Student details conflict encountered. To resolve, edit or remove the relationship detail.

✓ Show All (+0) Add Students

School	Name	Relationship	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Action
SANN-JC	DemoA, Dean M	Father				✓	Emergency 2				⚠ ✎ ⌵

Sometimes when data was migrated the original contact type may be Mother, Father, Grandfather, etc.

Student Contacts, on consolidation, does not like when an original contact type is set to any of the above mentioned contacts AND also as an emergency contact.

Click on the edit (pencil) icon under Action

A slide out drawer appears

Kook at the Active Page and notice the original contact type at the bottom

Click the All Tab

Expand all Start and End Dates if there are more than one

Determine which set needs to be deleted

Click delete

Click OK

Click OK

SUMMARIZE HOW TO RESOLVE ERRORS:

- Find the contact highlighted
- Choose the Edit button under the Action to the far right
- Choose the "All" tab in the slide out drawer
- Scroll to the bottom of the drawer page.
- Select the triangle to open the second "No Start Date – No End Date
- Scroll down and select Delete to remove the detail record.
- OK, then OK again
- The slide out drawer closes and the error message is removed.
- Scroll down to the bottom of the contact page and "Submit Consolidation"
- You will have only one contact remaining.



So to summarize how to resolve errors:

1. Find the contact issue that is highlighted in yellow
2. Choose the edit button under the Action column to the far right
3. If it is an emergency issue, uncheck the emergency checkbox
4. If it is an original contact issue, click the All tab in the slide out drawer
5. Select the triangle to open the second "No Start Date – No End Date"
6. Scroll down and select delete to remove the DETAIL record
7. Click Ok and then OK again
8. The slide out drawer closes and the error message is removed
9. Scroll to the bottom and click submit consolidation

CONFIRM CONSOLIDATION:

Confirm Consolidation ✕

This action is irreversible. If present, only the web access account of the master contact will remain active. Be sure any additional or custom data tied to these contacts has been consolidated outside of these pages.

You are about to save the data on this page to a single consolidated contact:

- Lisa Talley (ID 267748)

And delete the contact(s) named:

- Lisa Talley (ID 373308)
- Lisa Talley (ID 383788)
- Lisa Talley (ID 383787)

Cancel Ok

Once you resolve the errors, you will be a box of confirmation of consolidation showing which contacts were merged
Click OK



CREATE CONTACT

- Add Account
- Add Students
 - Add Phone
- Add Email
- Add Address to associate multiple

Create Contact

You have unsaved changes

Demographics

Prefix: First Name: Middle Name: Last Name: Suffix:

Gender: **Female (F)**

Employer:

☐ Active

Web Account Access

[Add Account](#)

Students

[Show All \(+\)](#) [Add Student](#)

School	Name	Relationship	Custody	Lives With	School Pickup	Emergency Contact	Original Contact Type	Start Date	End Date	Data Access	Action

Phone Numbers

[Add Phone](#)

Order	Type	Phone Number	Preferred	SMS	Action

Email Addresses

[Add Email](#)

Primary	Type	Email Address	Action

Addresses

[Show All \(+\)](#) [Add Address](#)

Order	Type	Address Line 1	Address Line 2	Unit	City	State/Province	Postal Code	Country	Start Date	End Date	Action

Contact ID:

Sometimes in families you may need to add a contact to a student. (guardians, foster families, etc.)

Click on Contact, Add and choose Create New

Complete appropriate fields

Click Submit

REMEMBER – a Mother or Father cannot be an emergency contact.

Parent Portal Access - Contacts Page

Contact Details

Demographics

Prefix	First Name	Middle Name	Last Name	Suffix
<input type="text"/>	Susan	<input type="text"/>	Demo	<input type="text"/>

Gender

Employer
Foote Memorial Hospital

☒ Active

Web Account Access

No Data-
Mother has
not "created"
SSO

Add Account

PSISJS SISJS

Parent Portal Log On Issue

If Web Account Access is blank or mother is not listed than no SSO account has been created by Mother.

The SSO process, which is detailed in the *Parent Letter* and one of the links of the Parent Portal log on page.

Parent Portal Access is done on the Contacts Page

Demographics

Prefix

First Name

Middle Name

Gender

Female (F)

Employer

Active

Web Account Access

Click on Add to the right of Web Account Access to Add Access

Add Web Account Access

Account Enabled

Username

New Password

Confirm Password

Account Email

Check box to enable Account

Add Username and "temporary password"

(parent will be prompted to change password)

Add email address and click on "submit"

Cancel

Submit

Web Account Access

Account Enabled	Username	Account Email
✓	mrsflint	mrsflint@gmail.com



Parent Portal Log On Issue

If Web Account Access is blank or mother is not listed than no SSO account has been created by Mother or this particular student is not attached to the mother's account.

The SSO process, which is in the **RCAN NEW Parent Letter with SSO* and one of the links of the Parent Portal log on page.

ADD STUDENTS TO CONTACT

Add Students

Selecting the Add Students on the Create Contact Screen allows you to search other students to link to your current student.

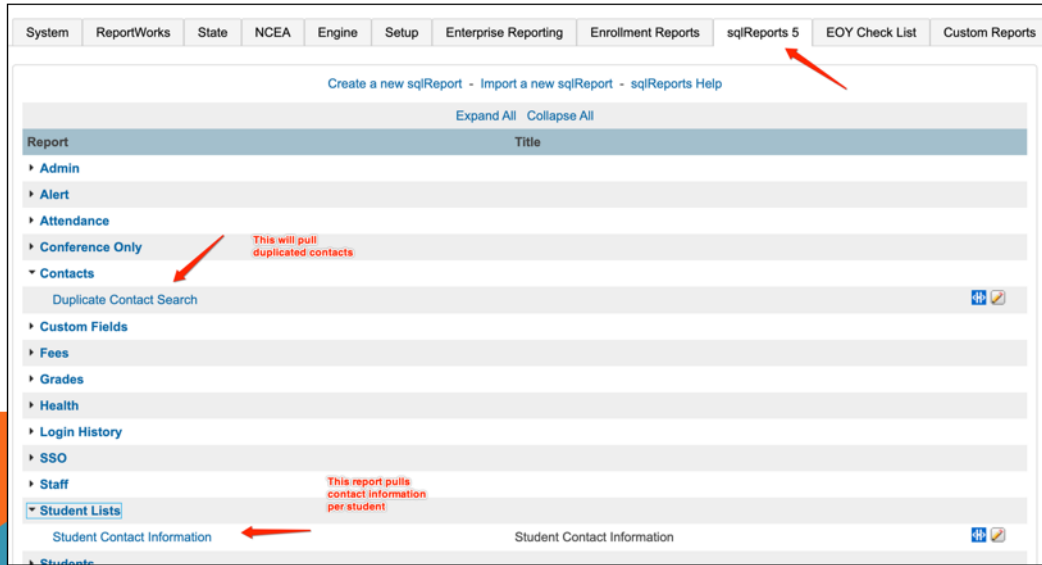
The screenshot shows a software window titled "Add Students". At the top, there is a search bar containing the text "wall" and a "View Field List" link. Below the search bar is an alphabetical index from A to Z. The main section is titled "* Search Results (3)" and contains a table with the following data:

Student	Student Number	Grade Level	Date of Birth	Relationship to Student	Data Access
<input type="checkbox"/> Wallock, Anthony	2539	10	2003-09-10	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/> Wallock, Ashley K	69	11	2002-03-05	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Wallock, Austin	2537	12	2001-04-01	<input type="text" value="Brother"/>	<input type="checkbox"/>

Below the table, a dropdown menu is open for the "Relationship to Student" column of the selected student, showing a list of relationship options: Aunt, Brother (highlighted), Cousin, Father, Friend, Grandfather, Grandmother, Mother, Neighbor, Other, Sister, Uncle, and Step-Mom (Step-Mom). To the right of the dropdown are "Cancel" and "Submit" buttons. A small "* [7]" is visible at the bottom right of the dialog box.

Click on Add Students
Search for students
Select and submit

SQL REPORTS FOR CONTACTS



There are two sql reports you can run to either find duplicated contacts and/or view contact relationships.

One report that can be used to find duplicate contacts is the SQL Duplicate Contact Report

Click on System Reports

Click on SQL Reports 5

Choose Contact category

Click on Duplicate Contact Search

Hit Submit

SQL DUPLICATE CONTACT SEARCH REPORT

sqlReports 5 Duplicate Contact Report

This report finds all the duplicates for you. Then proceed with consolidating.

Parameters - Include Degree of Difference: No Last Name Characters: 99 First Name Characters: 99

Copy CSV TAB Print PDF

Contact Link	Record Count
.	30
Foster, Dale	4
Geissinger, Dewayne	4
Walsh, Jackie	4



One report that can be used to find duplicate contacts is the SQL Duplicate Contact Report

1. Click on System Reports
2. Click on SQL Reports 5
3. Choose Contact category
4. Click on Duplicate Contact Search
5. Hit Submit

SQL STUDENT CONTACT INFORMATION REPORT																																																																																																								
<div> Student Contact Information </div> <div> Parameters - Use current selection: No </div> <div> <div> Make Current Selection Copy CSV TAB Print PDF </div> <div> Search: </div> </div> <table> <tr> <th>Student Name</th><th>Student ID</th><th>Homeroom</th><th>Contact Name</th><th>Relationship</th><th>Phone Number(s)</th><th>Email Address(es)</th></tr> <tr> <td>Abbott, John</td><td>1159</td><td></td><td>Joyce Abbott</td><td>Mother</td><td>302-888-2230 / 302-555-6666</td><td></td></tr> <tr> <td>Abbott, John</td><td>1159</td><td></td><td>Michael Abbott</td><td>Father</td><td>302-328-3222 / 302-555-6666</td><td></td></tr> <tr> <td>Abbott, John</td><td>1159</td><td></td><td>-No Name-</td><td>Not Set</td><td></td><td>jabbott88@gmail.com / mabbott99@gmail.com</td></tr> <tr> <td>Abbott, John</td><td>1159</td><td></td><td>Beverly Abbott</td><td>Grandmother</td><td>302-655-2266</td><td></td></tr> <tr> <td>Abbott, John</td><td>1159</td><td></td><td>John Abbott</td><td>Neighbor</td><td>302-655-8999</td><td></td></tr> <tr> <td>Abbott, Mary</td><td>1158</td><td></td><td>Michael Abbott</td><td>Father</td><td>302-328-3222 / 302-555-6666</td><td></td></tr> <tr> <td>Abbott, Mary</td><td>1158</td><td></td><td>Beverly Abbott</td><td>Grandmother</td><td>302-655-2266</td><td></td></tr> <tr> <td>Abbott, Mary</td><td>1158</td><td></td><td>Joyce Abbott</td><td>Mother</td><td>302-888-2230 / 302-555-6666</td><td></td></tr> <tr> <td>Abbott, Mary</td><td>1158</td><td></td><td>-No Name-</td><td>Not Set</td><td></td><td>jabbott88@gmail.com / mabbott99@gmail.com</td></tr> <tr> <td>Abbott, Mary</td><td>1158</td><td></td><td>John Abbott</td><td>Neighbor</td><td>302-655-8999</td><td></td></tr> <tr> <td>Chester, Julian</td><td>1157</td><td></td><td>William Chester</td><td>Father</td><td>302-8881234</td><td></td></tr> <tr> <td>Chester, Julian</td><td>1157</td><td></td><td>-No Name-</td><td>Not Set</td><td></td><td>moorebj24@gmail.com / Wchester@hotmail.com</td></tr> <tr> <td>Chester, Julian</td><td>1157</td><td></td><td>Barbara Moore</td><td>Neighbor</td><td>302-229-3130 / 302-229-3130 / 302-834-5648 / 302-356-7777</td><td></td></tr> </table>							Student Name	Student ID	Homeroom	Contact Name	Relationship	Phone Number(s)	Email Address(es)	Abbott, John	1159		Joyce Abbott	Mother	302-888-2230 / 302-555-6666		Abbott, John	1159		Michael Abbott	Father	302-328-3222 / 302-555-6666		Abbott, John	1159		-No Name-	Not Set		jabbott88@gmail.com / mabbott99@gmail.com	Abbott, John	1159		Beverly Abbott	Grandmother	302-655-2266		Abbott, John	1159		John Abbott	Neighbor	302-655-8999		Abbott, Mary	1158		Michael Abbott	Father	302-328-3222 / 302-555-6666		Abbott, Mary	1158		Beverly Abbott	Grandmother	302-655-2266		Abbott, Mary	1158		Joyce Abbott	Mother	302-888-2230 / 302-555-6666		Abbott, Mary	1158		-No Name-	Not Set		jabbott88@gmail.com / mabbott99@gmail.com	Abbott, Mary	1158		John Abbott	Neighbor	302-655-8999		Chester, Julian	1157		William Chester	Father	302-8881234		Chester, Julian	1157		-No Name-	Not Set		moorebj24@gmail.com / Wchester@hotmail.com	Chester, Julian	1157		Barbara Moore	Neighbor	302-229-3130 / 302-229-3130 / 302-834-5648 / 302-356-7777	
Student Name	Student ID	Homeroom	Contact Name	Relationship	Phone Number(s)	Email Address(es)																																																																																																		
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Chester, Julian	1157		Barbara Moore	Neighbor	302-229-3130 / 302-229-3130 / 302-834-5648 / 302-356-7777																																																																																																			

The Student Contact Information Report displays a list of all student contacts including all their phone numbers and email addresses.

1. Click on System Reports
2. Click on SQL Reports 5
3. Choose Student List Category
4. Click on Student Contact Information
5. If you chose students first, then say yes to use current selection
6. Hit Submit

OBJECT REPORTS FOR CONTACTS

Student Contacts Object Report - Contact Sheet

Student Contacts Object Report - Landscape List of 9

Student Contacts Emergency List

There are 3 object reports that pull contact data.

STUDENT CONTACT OBJECT REPORT

1

Abbott, Joyce
Mother

Phone Numbers
Daytime 302-888-2230
Home 302-555-6666

Email Addresses
Current jabbott88@gmail.com

Primary Address: Not Set
15 Delaware Avenue
Wilmington DE 19808

Flags:
Custody ☒
Lives With ☒
School Pickup ☒
Emergency Contact ☒
Data Access ☐
Receives Mail ☒

Student Number: 1159

Birthdate: 10/29/2014

Gender: M

Home Phone: 302-888-5678

This report can pull up to 6 contacts per student

1

Abbott, Joyce
Mother

Phone Numbers
Daytime 302-888-2230
Home 302-555-6666

Email Addresses
Current jabbott88@gmail.com

Primary Address: Not Set
15 Delaware Avenue
Wilmington DE 19808

Flags:
Custody ☒
Lives With ☒
School Pickup ☒
Emergency Contact ☒
Data Access ☐
Receives Mail ☒

2

Abbott, Michael
Father

Phone Numbers
Daytime 302-328-3222
Home 302-555-6666

Email Addresses

Primary Address:

Flags:
Custody ☒
Lives With ☒
School Pickup ☒
Emergency Contact ☒
Data Access ☐
Receives Mail ☒

3

Not Set

Phone Numbers

Email Addresses
Current jabbott88@gmail.com
Additional mabbott99@gmail.com

Primary Address:

Flags:
Custody ☐
Lives With ☐
School Pickup ☐
Emergency Contact ☐
Data Access ☐
Receives Mail ☐

4

Abbott, Beverly
Grandmother

Phone Numbers
Home 302-655-2266

Email Addresses

Primary Address:

Flags:
Custody ☐
Lives With ☐
School Pickup ☒
Emergency Contact ☒
Data Access ☐
Receives Mail ☐

5

Abbott, John
Neighbor

Phone Numbers
Home 302-655-8999

Email Addresses

Primary Address:

Flags:
Custody ☐
Lives With ☐
School Pickup ☒
Emergency Contact ☒
Data Access ☐
Receives Mail ☐

6

Phone Numbers

Email Addresses

Primary Address:

Flags:
Custody ☐
Lives With ☐
School Pickup ☐
Emergency Contact ☐
Data Access ☐
Receives Mail ☐

This report will provide Student Contact per student on individual pages.

It pulls contact name, relationship, phone numbers, email addresses, primary address, and any flags.

This report is generated the same way report cards are generated.

1. Select the student
2. Choose Print Reports from the bottom right drop-down functions box
3. Choose Student Contact Object Report

STUDENT CONTACTS- LANDSCAPE

Student Contacts for Abbott, John

Student Number: 1159 Home Address: 15 Delaware Avenue
 Birthdate: 10/29/2014 Wilmington, DE 19808
 Gender: M Mailing Address: 15 Delaware Avenue
 Home Phone: 302-888-5678 Wilmington, DE 19808

This report pulls ALL contacts associated with the student, phone numbers, email, primary address and associated flags

Name / Relationship	Phone Numbers	Email Addresses	Primary Address	C	L	S	E	D	R
1 Abbott, Joyce Mother	Daytime 302-888-2230 Home 302-555-6666	Current jabbott88@gmail.com	Not Set 15 Delaware Avenue Wilmington DE 19808	C	L	S	E		R
2 Abbott, Michael Father	Daytime 302-328-3222 Home 302-555-6666			C	L	S	E		R
3 Not Set		Current jabbott88@gmail.com Additional mabbott99@gmail.com							
4 Abbott, Beverly Grandmother	Home 302-655-2266						S	E	
5 Abbott, John Neighbor	Home 302-655-8999						S	E	
6									
7									
8									
9									

☐ Has Custody

☐ Lives With

☒ School Pickup

☒ Emergency Contact

☒ Receives Mail

C
L
S
E
R

D = Data Access

Flags Legend: C = Custody L = Lives With S = School Pickup E = Emergency Contact D = Data Access R = Receives Mail

This report displays in landscape mode and is a nice “snapshot” of the contacts associated to a student.

It also displays the various “flags” that were selected per contact.

This report is generated the same way report cards are generated.

1. Select the student
2. Choose Print Reports from the bottom right drop-down functions box
3. Choose Student Contact Landscape Object Report

STUDENT EMERGENCY LIST - CONTACTS

Holy Rosary School Student Emergency List

Student Name	Gr	Street	City	Home Phone	Cnt 1 Name -- Cnt 1 #1 Phone -- Cnt 1 #2 Phone -- Cnt 1 #3 Phone -- Cnt 2 Name -- Cnt 2 #1 Phone -- Cnt 3 Name -- Cnt 3 #1 Phone
Abbott, John	0	15 Delaware Avenue	Wilmington	302-888-5678	Abbott, Joyce - Mother - 302-888-2230 - 302-555-6666 - 302-555-6666 - - Abbott, Michael - Father - 302-328-3222 - - Not Set - - Abbott, Beverly - Grandmother - 302-655-2266
Abbott, Mary	1	15 Delaware Avenue	Wilmington	302-888-5678	Abbott, Michael - Father - 302-328-3222 - 302-555-6666 - 302-555-6666 - - Abbott, Beverly - Grandmother - 302-655-2266 - Abbott, Joyce - Mother - 302-888-2230 - - Not Set -
Chester, Julian	4	209 Whitehall Drive	Wilmington	302-573-3133	Chester, William - Father - 302-8881234 - - - - Not Set - - Moore, Barbara - Neighbor - 302-229-3130 - Chester, Rose Marie - Mother -
Chester, William	4	209 Whitehall Drive	Wilmington	302-573-3133	Moore, Barbara - Not Set - 302-229-3130 - 302-229-3130 - 302-229-3130 - 302-834-5648 - William, Karen - Not Set - - Chester, William - Father - 302-8881234 - - Not Set -

This Object Report provides detailed emergency contact list per student

This report is generated the same way report cards are generated.

1. Select the student
2. Choose Print Reports from the bottom right drop-down functions box
3. Choose Student Emergency List Contact - Object Report

ENTERPRISE REPORTS FOR CONTACTS

Enterprise Report - Student Contacts List

**Enterprise Report - Student Contact
Relationship Details**

There are 2 enterprise reports that can be used to pull student contacts.

- Student Contacts List
- Student Contact Relationship Details

ENTERPRISE REPORTS FOR CONTACTS

PowerSchool SIS

Set Current Selection

Go 1. Primary Report Rows 50 Actions

Stu Enroll Status = 0

Student Number

Stu School Abbreviation

1 - 50 of 61

Student Number : 198076, Stu School Abbreviation : SANN-JC

Stu Lastfirst	Stu Grade Level	Contact Priority Order	Contact Full Name	Contact Relationship	Contact Phone 1	Contact Has Custody	Contact Lives With	Contact School Pickup	Contact Is Emergency Contact	Contact Receives Mail
DemoM, Holly	8	1	Susan Demo	Not Set	-	No	No	No	No	No
DemoM, Holly	8	2	Susan Demo	Mother	555-555-1212	No	Yes	No	No	Yes
DemoM, Holly	8	3	Charles	Father	555-555-4343	No	No	Yes	No	Yes
DemoM, Holly	8	4	[NO NAME]	Not Set	-	No	No	No	No	No

Student Number : 7654219, Stu School Abbreviation : SANN-JC

Stu Lastfirst	Stu Grade Level	Contact Priority Order	Contact Full Name	Contact Relationship	Contact Phone 1	Contact Has Custody	Contact Lives With	Contact School Pickup	Contact Is Emergency Contact	Contact Receives Mail
DemoB, Lacie	7	1	Karen Demo	Not Set	-	No	No	No	No	No
DemoB, Lacie	7	2	Stacy DemoB	Mother	334-677-8823	No	Yes	No	No	Yes
DemoB, Lacie	7	3	John DemoB	Father	334-677-8823	No	No	No	No	Yes

The Enterprise Report shows contact relationships by student.

You have to have permission to run an Enterprise Report.

Click on System Reports

Choose the Enterprise Reports Tab

1. Primary Report
Rows 50
1 - 31 of 31

Prefix	First	Middle	Last	Suffix	Phone 1 Type	Phone 1	Phone 2 Type	Phone 2	Street	City	State	Zip	Associated Students
-	Phillip	Gilmore	(Godfather)	-	Mobile	908-472-8737	-	-	-	-	-	-	Adriana Brown (12 - ICHS-MC)
-	Cassandra	Hughes	(Godmother)	-	Mobile	862-368-5331	-	-	-	-	-	-	Adriana Brown (12 - ICHS-MC)
-	Aida	-	Alicea	-	Mobile	862-237-6431	-	-	-	-	-	-	Jazlynn Alicea (12 - ICHS-MC)


2. Contact Audit Log
Rows 50
1 - 31 of 31

Contact Full Name	Last Modified By	Last Modified Date	Last Modified Time	Created By	Date/Time Created	Is Active	Contact ID
Cassandra	Miller, Karen	03/26/2019	07:01:38 PM	Miller, Karen	03/26/2019 07:01PM	Yes	307429
Mr. Chauncey Brown	Moore, Barb demo	03/01/2019	12:38:27 PM	PS	12/22/2018 01:13PM	Yes	273026
Mrs. Lilla D. Brown	Moore, Barb demo	03/01/2019	12:38:27 PM	PS	12/22/2018 01:13PM	Yes	273025

4. Full Phone Information
Rows 50
1 - 31 of 31

Contact Full Name	Phone 1 Type	Phone 1	Phone 2 Type	Phone 2	Phone 3 Type	Phone 3
Phillip Gilmore (Godfather)	Mobile	908-472-8737	-	-	-	-
Cassandra Hughes (Godmother)	Mobile	862-368-5331	-	-	-	-

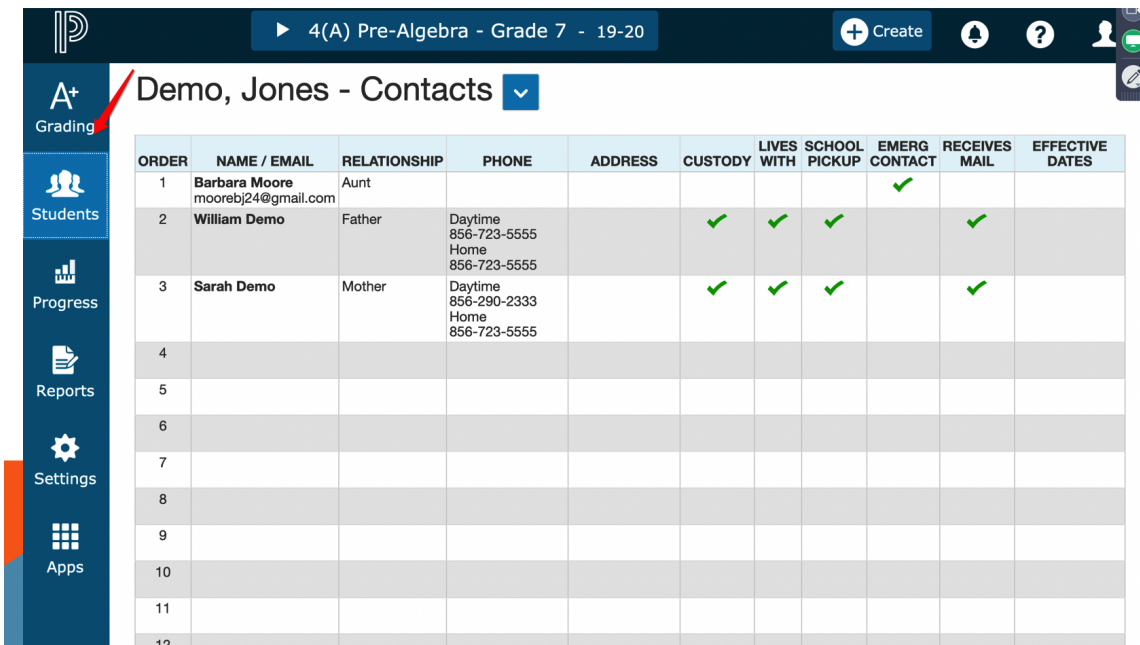
Enterprise Report - Student Contacts List



This Enterprise Report report has other views saved.

PTP CONTACTS PAGE

Students Charm now shows Contacts



ORDER	NAME / EMAIL	RELATIONSHIP	PHONE	ADDRESS	CUSTODY	LIVES WITH	SCHOOL PICKUP	EMERG CONTACT	RECEIVES MAIL	EFFECTIVE DATES
1	Barbara Moore moorebj24@gmail.com	Aunt						✓		
2	William Demo	Father	Daytime 856-723-5555 Home 856-723-5555		✓	✓	✓		✓	
3	Sarah Demo	Mother	Daytime 856-290-2333 Home 856-723-5555		✓	✓	✓		✓	
4										
5										
6										
7										
8										
9										
10										
11										
12										

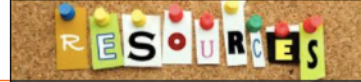
In PTP, if you click on the Students' Charm you will see a student contacts page. This is very helpful to teachers. It is a customization that was added. If contacts are cleaned up and consolidated, the PTP contacts view will be.

PowerSchool Resources, Support

PowerSchool Resources on CDOWSCHOOLS Intranet

For more information PowerSchool features, please go to www.cdowschools.org

Go to <http://CDOWSCHOOLS.ORG/>
Click on Staff Pages
Choose PowerSchool Administrator



Help Desk Ticket

School Designated Key PowerSchool/PowerTeacher Users: Please send PowerSchool questions to Help Desk via email to pshelp@cdowschools.org



Questions??

