

TX – 1/3 – 3F – Family Maintenance and Reports

What will be covered:

This session will demonstrate how to . . .

- Manipulate family information in database
 - Add a family
 - Split a family
 - Merge a family
 - Add a guardian
 - Locating siblings
 - Avoid duplicate entries
 - Family Reports

Links to additional resources

[Link to pdf of Power Point](#)



Texas Skyward User Group Conference

Family Maintenance and Reports

Felecia Jamerson



Session Title



This session will provide new users an overview of how to manipulate family information in the database (to include family splits and mergers).

- Add a family
- Split a family
- Merge a family
- Add a guardian
- Locating Siblings
- Avoid duplicate entries
- Family Reports

Merging a Family

Home ▾ Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports 🔍

Family Tab ☆

Customize Tabs

- General
- Entity
- Categories
- Family**
- Emergency
- Entry/With
- Attendance
- Scheduling
- Grades
- GPA
- Transcript
- TX/NCLB
- Special Prgms
- At-Risk
- Special Ed
- RTI
- Discipline
- Health
- Activity
- Portfolio
- Grad Reqs
- Test Scores
- Guidance
- Edu Milestones

Student: CARBOGLE000 ▾ Carbonneauscr, Glennie G ◀ ▶ Ranges Add Delete Transfer Pseudo

Grad Year (Grade): 2020 (09) DOB (Age): 12/01/2001 (14) Entity, School, Status: 041, 041, A Default: 001, 001, A

Customize

Advisor: Gender: F NY Status: A Other ID: 4333 Phone: (555)438-7169

Family

Change Family Order Quick Print

Family 1

Add Guardian	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick	Add Family
<input type="checkbox"/>	Carbonneauscr, Beau I	CARBOBEA000	PARENT		No	Yes	Yes	<input type="button" value="Add Family"/>

Family ID: 3806 Primary Phn: (555) 438-7169 Siblings: Bambergerscr, Janene P

Trans Code: Home Lang: E - ENGLISH

Address: 2206 Scramble avenue Scramble WV 55555

Receive Report Cards Print Hard Copy Report Cards Receive Forms CY Path: NY Path:

Family 2

Add Guardian	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick	Add Family
<input type="checkbox"/>	Bambergerscr, Hsiu H	BAMBEHSI000	PARENT	[Work] (555) 955-1222	No	Yes	Yes	<input type="button" value="Add Family"/>

Family ID: 3805 Primary Phn: (555) 221-0979 Siblings: Bambergerscr, Janene P

Trans Code: Home Lang: E - ENGLISH

Address: 2316 Scramble avenue Scramble WV 55555

Receive Report Cards Print Hard Copy Report Cards Receive Forms CY Path: NY Path:

Adding a Guardian

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Customize Tabs

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- ▶ Guidance
- ▶ Edu Milestones

Student: ABELLGER000 ▾ Abellascr JR., Gerry H ◀ ▶ Ranges Add Delete Transfer Pseudo

Grad Year (Grade): 2018 (11) DOB (Age): 07/31/2000 (16) Entity, School, Status: 001, 001, A Default: 001, 001, A A

Customize

Advisor: Gender: M NY Status: A Other ID: 2693 Phone: (555)221-3089

Family

Change Family Order Quick Print

Family 1

Add Guardian	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick	Add Family
<input type="checkbox"/> Edit Del	Abellascr, Krista T	ABELLKRI000	PARENT	[Work] (555) 221-0473	No	No	No	<input type="button" value="Add Family"/>

Family ID: 2354 Primary Phn: (555) 221-3089 Siblings: Abellascr, In D
Abellascr, Jeanne S
Abellascr, Moises T

Trans Code: Home Lang: S - SPANISH

Address: 902 Scramble avenue Scramble WV 55555

Receive Report Cards Print Hard Copy Report Cards Receive Forms CY Path: NY Path:

Family 2

Add Guardian	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick	Add Family
<input type="checkbox"/> Edit Del	Westwoodscr, Horacio I	WESTWHOR000	PARENT	[Work] (555) 221-8992	No	No	No	<input type="button" value="Add Family"/>

Family ID: 4432 Primary Phn: (555) 221-3089 Siblings: Abellascr, In D
Abellascr, Jeanne S
Abellascr, Moises T

Trans Code: Home Lang: S - SPANISH

Address:

Receive Report Cards Print Hard Copy Report Cards Receive Forms CY Path: NY Path:



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THANK YOU FOR ATTENDING!

