

TX – 1/3 – 8D – 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

Adding 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

Student: ▾ Banerjeesr, Danna Y ◀ ▶ Ranges Add Delete Transfer Pseudo

Grad Year (Grade): DOB (Age): Entity, School, Status: Default:

Customize

Advisor: Gender: NY Status: Other ID: Phone:

Family

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
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- 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

Edit	Del	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick	Add Family
		Carbonneauscr, Beau I	CARBOBEA000	PARENT		No	Yes	Yes	Edit Family #1

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 Notes (0) Siblings Custom Forms

Family 2

Add Guardian Guardian Name Alphakey Relationship Second Phone CBC Cust Pick Add Family

Edit	Del	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick	Add Family
		Bambergerscr, Hsiu H	BAMBEHSI000	PARENT	[Work] (555) 955-1222	No	Yes	Yes	Edit Family #2

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:

Family Notes (0) Siblings Custom Forms

Adding a Guardian

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

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- ▶ Discipline
- ▶ Health
- ▶ Activity
- ▶ Portfolio
- ▶ Grad Reqs
- ▶ Test Scores
- ▶ 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:

Locating Siblings

[Home](#) ▾
 [Students](#)
[Families](#)
[Staff](#)
[Student Services](#)
[Food Service](#)
[Office](#)
[Administration](#)
[Educator Access Plus](#)
[Advanced Features](#)
[Federal/State Reporting](#)
[Custom Reports](#)

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- ▶ GPA
- ▶ Transcript
- ▶ TX/NCLB
- ▶ Special Prgms
- ▶ At-Risk
- ▶ Special Ed

Student: ACOBAYIL000 | Acobascr, Willia E

Grad Year (Grade): 2020 (09)
 DOB (Age): 07/09/2002 (14)
 Entity, School, Status: 041, 041, A
 Default: 001, 001, A

Customize

Advisor:
 Gender: F
 NY Status: A
 Other ID: 3409
 Phone: (555)252-2535

Family

Family 1

Add Guardian	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick	Add Family
<input type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>	Acobascr, Yanira F	ACOBAYAN000	PARENT	[[Cell]] (555) 221-7049	No	Yes	Yes	<input type="button" value="Add Family #1"/>
<input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Del"/>	Falardeauscr, Maryam K	FALARMAR000		[[Work]] (555) 955-8226	No	Yes	Yes	<input type="button" value="Delete Family #1"/>

Family ID: 2332
 Primary Phn: (555) 252-2535
 Siblings: Acobascr, Belva E
Acobascr, Shirley B

Trans Code:
 Home Lang: S - SPANISH

Address: 2339 Scramble avenue Scramble WV 55555

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

Avoiding duplicates using Name Entry screen for verification

Individual Organization

* Last Name:

First Name:

Middle Name:

[Click Here To Search for Entered Name](#)

Matching Names

Last Name ▲	First	Middle	Date of Birth	Name Key	Primary Phone	Address
▶ Aaronsonscr	Jason	J		AARONJAS000	(555) 955-8870	
▶ Aasescr	Jann	O		AASESJAN000	(555) 221-1072	
▶ Abarscr	Ria	V		ABARSRIA000	(555) 747-3435	
▶ Abastascr	Launa	D	03/31/1991	ABASTLAU000	(555) 955-9201	861 Scramble avenue Scramble WV 55559
▶ Abastascr	Stewart	E	07/21/1956	ABASTSTE000	(555) 955-9201	861 Scramble avenue Scramble WV 55559
▶ Abbamontescr	Sammie	X		ABBAMSAM000	(555) 962-5366	
▶ Abbescr	Angeles	L	07/09/1980	ABBESANG000	(555) 624-3072	1437 Scramble avenue Scramble WV 55559
▶ Abbescr	Michale	O	04/07/2007	ABBESMIC000		
▶ Abbescr, JR.	Oswaldo	A	07/08/2003	ABBESOSV000		
▶ AbbescrA S	Temple	K	02/20/1999	ABBESTEM000		

◀ ▶ ⏪ ⏩ 20 records displayed

Display Guardians Only

Asterisk (*) denotes a required field



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THANK YOU FOR ATTENDING!

