

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

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

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◀ ▶ **Family Tab** ☆

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

Student: **ACOBAYIL000** ▾ Acobascr, Willia E ◀ ▶ ⓘ Ranges Add Delete Transfer Pseudo

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**

Change Family Order Quick Print

**Family 1**

Add Guardian	Guardian Name	Alphakey	Relationship	Second Phone	CBC	Cust	Pick	Add Family
✚ Edit Del	Acobascr, Yanira F	ACOBAYAN000	PARENT	[Cell] (555) 221-7049	No	Yes	Yes	Edit Family #1
✚ Edit Del	Falardeauscr, Maryam K	FALARMAR000		[Work] (555) 955-8226	No	Yes	Yes	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: \_\_\_\_\_

Siblings Fam Notes (0) Sibings Custom Forms

## 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		
▶ AbbescrA5	Temple	K	02/20/1999	ABBESTEM000		

⏪ ⏩ ⏴ ⏵ 20 records displayed

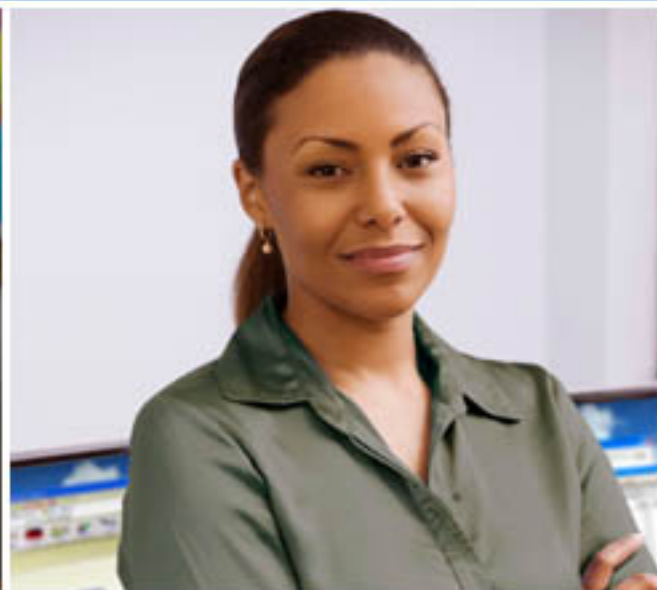
Display Guardians Only  
 Asterisk (\*) denotes a required field











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**THANK YOU FOR ATTENDING!**

