

How can I change the Household name?

Household names are assigned using student last name(s). Users searching the database are usually looking for information regarding a specific student and/or someone related to a specific student. Using the student last names facilitates this search process.

Why is my child’s other household not listed?

Parents will only see their personal household information and should ensure that the records are correct. For families with Primary and Secondary Households (split households), it is the responsibility of each parent to ensure that their record is in the system and that the information is correct.

The change to my Household phone number has been approved, why hasn’t my address changed?

All address changes must be supported by residency documentation. Site Administrative Assistants manage all address change requests and will be contacting you for residency paperwork.

How do I figure out relationships?

The relationship section can be confusing. Here’s how to decipher the code:

For a student’s record, read [Name]’s relationship with [Student] is [Relationship with Jane]/[Guardian]

Student: Jane Doe

Name	Relationship with Jane	Guardian	Read:
<u>Jack</u> Doe	<u>Father</u>	<u>Yes</u>	<u>Jack</u> ’s relationship with <u>Jane</u> is <u>Father</u> /Guardian <u>Yes</u>
<u>Mary</u> Doe	<u>Mother</u>	<u>Yes</u>	<u>Mary</u> ’s relationship with <u>Jane</u> is <u>Mother</u> /Guardian <u>Yes</u>
<u>Junior</u> Doe	<u>Sibling</u>	<u>No</u>	<u>Junior</u> ’s relationship with <u>Jane</u> is <u>Sibling</u> /Guardian <u>No</u>

For a parent’s record, read [Parent] is [Name]’s [Relationship with Jack]/[Guardian]

Parent: Jack Doe

Name	Relationship with Jack	Guardian	Read:
<u>Jane</u> Doe	<u>Father</u>	<u>Yes</u>	<u>Jack</u> is <u>Jane</u> ’s <u>Father</u> /Guardian <u>Yes</u>
<u>Junior</u> Doe	<u>Father</u>	<u>Yes</u>	<u>Jack</u> is <u>Junior</u> ’s <u>Father</u> /Guardian <u>Yes</u>
<u>Mary</u> Doe	<u>Spouse</u>	<u>No</u>	<u>Jack</u> is <u>Mary</u> ’s <u>Spouse</u> /Not Guardian <u>No</u>

To simplify things, just review/update all relationships for students and the relationships between adults (spouse/partner/other)—all other relationships will automatically update.

Guardian and Contact Priority should not be selected for Spouses.

Currently, the District is utilizing the Contact Order to identify 1=Mother and 2=Father.