

Emergency Contacts

Last Modified on 10/22/2022 9:45 am CDT

This documentation applies to both versions of Online Registration.

Classic View: Portal > Online Registration

Search Terms: Online Registration

[Emergency Contacts](#) | [Demographics](#) | [Contact Information](#) | [Verification](#)

Emergency contacts are those individuals who are not parents/guardians, may be living in the same household as the student, and should be contacted in case of an emergency and the parent/guardian is not available. Click the **Add New Emergency Contact** button to begin.

Emergency Contacts

Click the **Add New** button at the bottom of this screen to add a new emergency contact. If this is an annual update application, click on each person to confirm the contact information. If the emergency contact pulled into the OLR annual update application is no longer a contact for the family, there will be a box to remove the person as an emergency contact.

* Indicates a required field

✓ Household
✓ Parent/Guardian
▼ Emergency Contact
Other Household(non-enrolled children)
Student
Completed

Emergency Contact

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact
Brother	Kiel	M		Existing	<input type="button" value="Edit"/>

Description of Add Emergency Contact

Yellow - Indicates that person is missing required information. Select the highlighted row to continue.

✓ - Indicates that person is completed.

Emergency Contacts, Existing Record

Demographics

When the first Emergency Contact is added to a new student application, the parent will receive a pop-up warning stating to not add themselves as an emergency contact.

- Enter the following information for the emergency contact:
 - First Name
 - Middle Name
 - Last Name
 - Suffix
 - Birth Date
 - Gender
- Click the **Next** button.

* Indicates a required field

Student(s) Primary Household
 Parent/Guardian
 Emergency Contact

Other Household
 Student
 Completed

Contact Name:

▼ Demographics

Please complete the following information for each emergency contact for your students.

First Name *
 Middle Name
 Last Name *
 Suffix
 Birth Date
 Gender *

[For more information click on this link.](#)

▶ Contact Information

▶ Verification

Emergency Contacts Demographics

Contact Information

1. Enter the following about the emergency contact's information:
 1. **Home Phone**
 2. **Cell Phone**
 3. **Work Phone**
 4. **Email**
2. Click the **Next** button.

✓ Student(s) Primary Household → ✓ Parent/Guardian → ▼ Emergency Contact

Other Household → Student → Completed

Contact Name: John Sal Doe

Demographics

▼ Contact Information

Enter the contact information for this emergency contact.

At least one Phone Number is required.*

Home Phone (123) 123 - 1234

Cell Phone () -

Work Phone () - x

Email

[For more information click on this link.](#)

← Previous Next →

Verification

Cancel Save/Continue

Emergency Contact Information

Verification

This pleat is not required.

1. If this contact lives at the same location as the student, mark the **Please check this box if the person lives at the address listed below** checkbox. This will add the emergency contact to the primary household of the application.

This checkbox can be removed via the [OLR Builder](#).

2. If the contact does not live in the family household, the parent can provide the address information for the emergency contact in the Address Line 1 and 2 fields. Since the address provided for the emergency contact will not post back to Campus, these address lines can be removed via the OLR Builder.
3. Click the **Save/Continue** button when finished. The screen will return to the first page of the Emergency Contact entry screens where additional emergency contacts can be entered.

✓ Student(s) Primary Household

✓ Parent/Guardian

▼ Emergency Contact

⊗ Other Household

⊗ Student

⊗ Completed

Contact Name: John Sal Doe

▶ Demographics

▶ Contact Information

▼ Verification

Please enter the address for this emergency contact. This information will only be used to verify the contact doesn't already appear in our system.

Please check this box if this person lives at the address listed below.
 1234 53rd Ave S 351
 Brooklyn Center , MN 55337-2021

[For more information click on this link.](#)

Cancel

Save/Continue

Emergency Contact Verification

To enter additional emergency contacts, click the **Add New Emergency Contact** button. Repeat the instructions for entering emergency contacts. If no further additions are needed, click the **Save/Continue** checkbox.