Parent Information

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This documentation applies to both versions of Online Registration.

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The Parent Information tool allows staff to find a parent/guardian and review all of the applications the guardian has ever completed. It also lists any students associated with that guardian or who live in the same household as that guardian. It also indicates whether a student would not be listed in that parent's application.

Online Registration Workflow
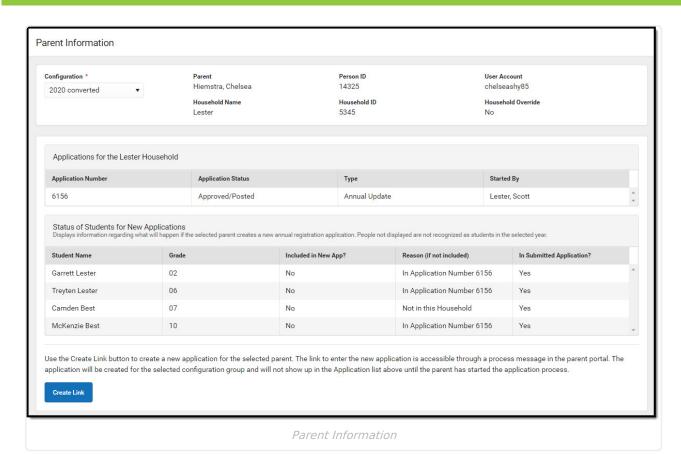
▶ Click here to expand...

Search for Applications

After selecting the Parent Information tool from the Outline, the All People Search function displays to the left. Enter the last name or part of a name of a parent in the quick search field or use the **Advanced Search** link. Using advanced search options allows searching only for parent names; the quick search options return both parents and students. Matching results display.

Select the desired parent name returned. Basic identifying information about the parent displays at the top of the Parent Information editor:

- Parent name
- PersonID
- User Account
- Household Name
- Household ID
- Household Override

Parent Information

Select the desired **Configuration** from the dropdown list. This dropdown defaults to the current configuration year, but if applications have been entered for previous years or future years, those can also be selected. Any applications started by a the parent/guardian in the household are listed, in order of the application number, whether it was approved and posted, if it was new, and who started the application.

If the parent creates a new application, results of the students in that household being included in the new application are listed under the Student Name/Grade headers. In this example, notice that Student 2 will not be included in the new application because he is not a member of the household; Student 3 will not be included in the new application because there are no guardian rights for the selected parent for this student.

Create Link

Use the **Create Link** button to create a new application for the selected parent. The link to enter a new application is accessible through the Process Alerts tool as a message. The application is created for the selected Configuration in this editor.