Contacts Tab (State Edition)

Last Modified on 10/22/2022 9:46 am CDT

PATH: *Census > People > Contacts*

The Contacts tab is used to store and manage parent/guardian contacts for a student. Contacts may be uploaded by districts or manually entered at the state level.

This tab is only available for State Edition users.

Student Contact Tool

Tool Rights

Users with **R**(ead) rights will be able to view but not modify contacts. Users with **W**(rite) or **A**(dd) rights will be able to add additional contacts. Users with **D**(elete) rights will be allowed to remove contacts from the list.

Contacts Tool Rights

Enter a New Contact

You can enter a new contract by clicking the **New Contact** button.

Enter a New Contact

To Enter a New Contact:

1. Enter the contact's **Last Name**.
2. Enter the contact's **First Name**.
3. Enter any additional information (as described in the table below)
4. Click the **Save** icon. The contact is now saved within Campus and will appear in the contacts list.

The following table describes each available option:

Field	Description
Last Name	The contact's last name.
First Name	The contact's first name.
Middle Name	The contact's middle name.
Suffix	The contract's suffix.
Gender	The contacts gender.
Relationship	The contacts relationship to the student/person (i.e., brother, uncle, teacher, etc).
Guardian	If marked, this indicates the contact is the student/person's legal guardian.
Mailing	Indicates the contact's address is allowed to receive mail.
Secondary	Indicates the address is a secondary address for the contact.
Portal	Indicates if the contact has access to the Parent Portal.
Home Phone	The contact's home phone number.
Work Phone	The contact's work phone number.
Private Phone	Marking this checkbox indicates the phone number will not be listed when generating certain ad hoc reports.
Cell Phone	The contact's cell phone number.
Email	The contact's email address.
Address Line 1	The contact's address.
Address Line 2	Additional space for address information.
Private Address	Marking this checkbox indicates the address will not be listed when generating certain ad hoc reports.
City	The city the contact resides within.
State	The state the contact resides within.

Field	Description
Zip	The zip code the contact resides within.
County	The county the contact resides within.
Comments	Any additional comments about the contact.