

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.

The screenshot displays the 'Contacts' tab for a student named 'Tester, Campus'. The interface includes a sidebar with navigation options like 'System Administrator', 'Student Information', 'Census', 'My Data', 'Staff Request Processor', 'People', 'Staff Locator', 'Program Participation', 'Tools', and 'Behavior'. The main content area shows a 'New Contact' button and a table of 'Staff Contacts' with columns for Name, Home Phone, Address, and District. The 'Contacts' tab is highlighted in the top navigation bar.

Name	Home Phone	Address	District
Tester, Campus			JEFFERSON COUNTY PUBLIC SCHOOLS

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.

User: tester
Person: Tester, Campus

User Account User Groups **Tool Rights** Calendar Rights Access Log

Save User Rights Summary

Campus Tools

R	W	A	D	Tool
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tester account
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SSN Rights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Census
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My Data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Request Processor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demographics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrollments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	District Employment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	District Assignments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Contacts
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credentials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ID History
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Locator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program Participation

Contacts Tool Rights

Enter a New Contact

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

Demographics Identities Enrollments District Employment District Assignments **Contacts**

Save Delete **New Contact**

Name	Home Phone	Address	District
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Staff Contact Information (Created by State)

*Last Name: *First Name: Middle Name: Suffix: Gender:

Relationship: Guardian: Mailing: Secondary: Portal:

Home Phone: (555) 123 - 4567 x Work Phone: (555) 666 - 7777 x Private Phone:

Cell Phone: (555) 777 - 8888 x Email: Private Address:

Address Line1: Address Line2: Zip: 55555 - County:

City: State:

Comments:

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.
