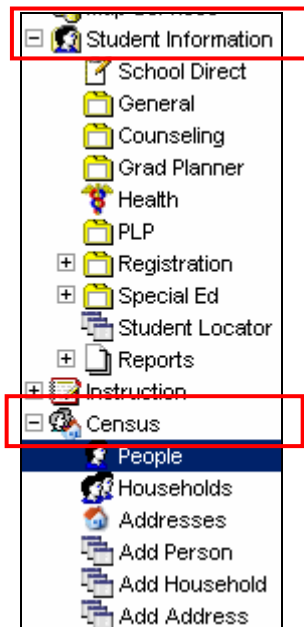


Relationships

How to Verify Household Information



Mailing Addresses				
Primary Address	550 ALTON WAY #1103, DENVER CO 80230 Map			
Duck/Duck Household **Primary				
Household Phone	(720)555-1234			
Address	550 ALTON WAY #1103, DENVER CO 80230 Map			
Name	Relationship	Enrollment (grade)	Phone(s)	Email Seq
Duck, Daisy	Mother(guardian)		Oth:(458)795-2365 Wk:(720)423-5678	1
Duck, Donald	Father(guardian)			2
Duck, Louie	Sibling	450 06-07 (10)		
Non-Household Relationships				
Name	Relationship	Phone(s)	Email	Seq
Dolezalek, Candy	Aunt	H Phn:(303)555-5555		4
Duck, Daffy	Cousin	H Phn:(303)777-0000		3

- From the **Index Tab**, expand the Student Information *and* the Census folders. This makes viewing Household information quick and easy!
- Verify the household information once the household has been built and relationships have been entered.

1. Verify the **student** is displayed.
2. Select the **General** link.
3. Verify the **Summary** tab is displayed
4. Scroll down to view:
Mailing Address

Household information

Non-Household Relationships (Emergency Contacts).

Why are people (Guardians, Siblings and Non Household members) not displaying on the Summary tab?

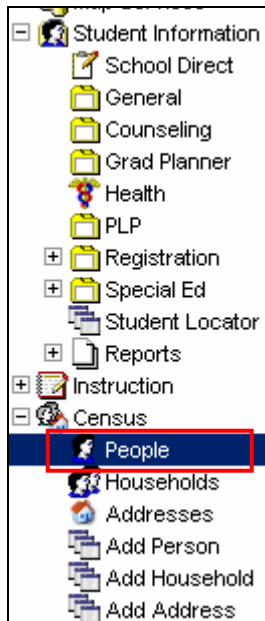
Relationships within the Primary Household Relationships						
Name	Gender	Relationship	Start Date	End Date	Seq	Guardian Mailing Portal Messenger Priv
Duck, Daisy	F	Mother	03/01/2007		1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Duck, Donald	M	Father	03/03/2007		2	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Duck, Louie	M	Sibling				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Non-Household Relationships						
Name	Gender	Relationship	Start Date	End Date	Seq	Guardian Mailing Portal Messenger
Duck, Daffy	M	Cousin	03/13/2007		3	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Dolezalek, Candy	F	Aunt	03/13/2007		4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

- A Member not displaying on the Summary page indicates a **Relationship is missing** from the students' relationships tab.
- A Sibling code has been added to the relationships drop down choices. You can now select Sibling from the dropdown.

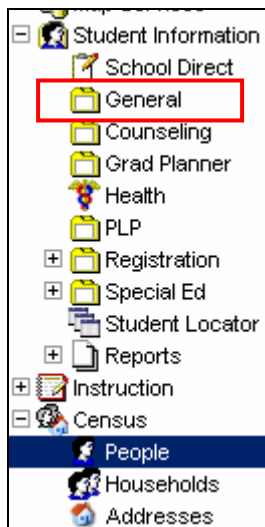


Census Tip Sheet



1. **Select People**, under the Census folder to correct any relationships information.
2. Select the **Relationships tab**.
3. Correct or add any missing relationships.
4. Select **Save**.

How to Verify Relationships



On the **Index Tab, Student Information**

1. Select the **General link**.
2. Verify the **Summary tab** is displayed

Mailing Addresses				
Primary Address	550 ALTON WAY #1103, DENVER CO 80230			Map
Duck/Duck Household **Primary				
Household Phone	(720) 555-1234			
Address	550 ALTON WAY #1103, DENVER CO 80230			Map
Name	Relationship	Enrollment (grade)	Phone(s)	Email Seq
Duck, Daisy	Mother(guardian)		Oth:(458)795-2365 Wk:(720)423-5678	1
Duck, Donald	Father(guardian)			2
Duck, Louie	Brother	450 06-07 (10)		
Non-Household Relationships				
Name	Relationship	Phone(s)	Email	Seq
Dolezalek, Candy	Aunt	H Phn:(303)555-5555		4
Duck, Daffy	Cousin	H Phn:(303)777-0000		3

3. Scroll down to verify:
 - **Mailing Address**
 - **Household information**
 - **Non-Household Relationships (Emergency Contacts).**

