

If the Data Confirmation process is just being started

1. Click on the **Contacts** page located on the left side of the Data Confirmation screen.
2. Add a new record by click on the **Add** button or edit a record by clicking on the name of the record you want to edit and click **Change**.
3. Indicate the **relationship to the student**.
4. Add an **email address** for the parent.
5. Click the **Save** button when finished with this record. Add additional contacts. Proceed to the other Data Confirmation screens by clicking **Confirm and Continue**.

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| 7 | Family Information |
| 6 | Student |
| 3 | Contacts |
| 4 | Medical History |
| 5 | Documents |
| 6 | Authorizations |
| 7 | Final Data Confirmation |

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| Contact Details | | Notes |
|----------------------------------|---|---|
| Name | <input type="text" value="Jane Doe"/> | This field is used to address mailings from the school if applicable. |
| Name Prefix | <input type="text"/> | |
| First Name | <input type="text" value="Jane"/> | |
| Middle Name | <input type="text"/> | |
| Last Name | <input type="text" value="Doe"/> | |
| Name Suffix | <input type="text"/> | |
| Address | <input type="text" value="123 Sesame St"/> City: <input type="text" value="Bellflower"/> State: <input type="text" value="CA"/> Zip: <input text"="" type="text" value="90706-<input type="/> | |
| Address Type | <input type="text" value="Home Address"/> | |
| 3 Relationship to student | <input type="text" value="Mother"/> | |
| Lives With Student? | <input type="text" value="Yes"/> | |
| Code | <input type="text" value="Parent"/> | |
| Mail Tag | <input type="text" value="Copy of All Mail"/> | Should this contact receive an additional copy of mail? You can not flag a contact to receive additional mail unless the contact has an address that is different than the student's. |
| Telephone Number | <input type="text" value="(555) 555-5555"/> | |
| Work Phone Number | <input type="text"/> | |
| Cell phone number | <input type="text"/> | |
| Pager | <input type="text"/> | |
| 4 Email Address | <input type="text" value="parent@sample.com"/> | |

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If the Data Confirmation process has already been finished

1. On the home page, hover your mouse over **Student Info** and click on **Data Confirmation**.
2. Click on **Contacts** to be taken to the **Contacts** page.
3. Add a new record by click on the **Add** button or edit a record by clicking on the name of the record you want to edit and click **Change**.
4. Indicate the **relationship to the student**.
5. Add an **email address** for the parent.
6. When finished, click the **Save** button.

The image shows a multi-step process for data confirmation. Step 1: A sidebar menu with 'Student Info' highlighted. Step 2: A secondary sidebar menu with 'Contacts' highlighted. Step 3: 'Change', 'Add', and 'Delete' buttons. Step 4: A 'Contact Details' form with 'Relationship to student' set to 'Mother'. Step 5: The 'Email Address' field containing 'parent@sample.com'. Step 6: 'Save' and 'Cancel' buttons.

1 Student Info Attendance
Profile
Demographics
Supplemental
Contacts
Data Confirmation
Activities and Awards
Authorizations
Email List
Fees and Fines
Information Confirmation Log
Secondary Stu Data
Siblings
Billing

3 Change Add Delete

4 Relationship to student Mother

5 Email Address parent@sample.com

6 Save Cancel

2 Family Information
Student
3 Contacts
4 Medical History
5 Documents
6 Authorizations
7 Final Data Confirmation
Confirm and Continue

| Contact Details | | Notes |
|-------------------------|--|---|
| Name | Jane Doe | This field is used to address mailings from the school if applicable. |
| Name Prefix | | |
| First Name | Jane | |
| Middle Name | | |
| Last Name | Doe | |
| Name Suffix | | |
| Address | 123 Sesame St City: Bellflower State: CA Zip: 90706 | |
| Address Type | Home Address | |
| Relationship to student | Mother | |
| Lives With Student? | Yes | |
| Code | Parent | |
| Mail Tag | Copy of All Mail | Should this contact receive an additional copy of mail? You can not flag a contact to receive additional mail unless the contact has an address that is different than the student's. |
| Telephone Number | (555) 555-5555 | |
| Work Phone Number | | |
| Cell phone number | | |
| Pager | | |
| Email Address | parent@sample.com | |