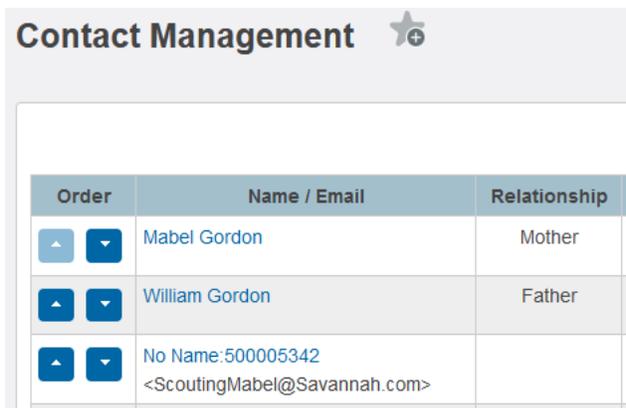


PowerSchool Contact – Help Document

If you would like to know more about Contacts, please contact Roxanne.Wolding@k12.nd.us.

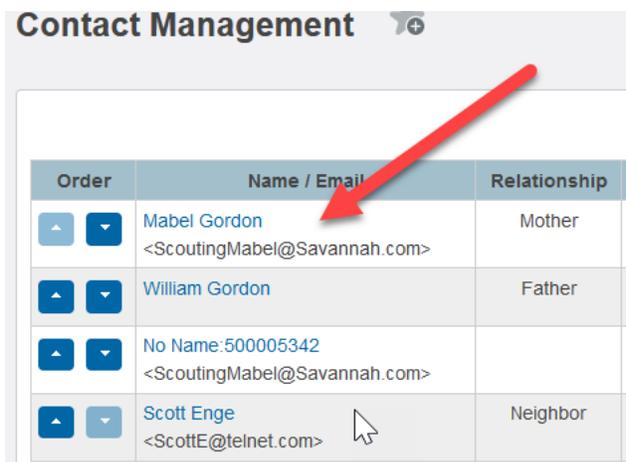
The preferred way of entering parent emails is via PowerSchool Contacts. When schools use Contacts, schools connect the email to an individual's identity, such as the mother or the father. When using contacts, select the student; under Information, select Contacts. Note: even if you aren't familiar with Contacts, you will have data on the Contacts page.

The screenshot below shows that the guardian's email address isn't tied to any individual. (The guardian's email address is occasionally listed as No Name X.)



Order	Name / Email	Relationship
▲ ▼	Mabel Gordon	Mother
▲ ▼	William Gordon	Father
▲ ▼	No Name:500005342 <ScoutingMabel@Savannah.com>	

However, we can see that the email address belongs to Mabel, the mother. To tie this email to the mother, you copy the email address to the computer's clipboard, select the name Mabel Gordon, and a new window will open. This is Mabel's profile. Scroll down and select Add Email. Paste the email address into the email field. You may choose to select a Type and if it applies, check the box for Primary and submit.



Order	Name / Email	Relationship
▲ ▼	Mabel Gordon <ScoutingMabel@Savannah.com>	Mother
▲ ▼	William Gordon	Father
▲ ▼	No Name:500005342 <ScoutingMabel@Savannah.com>	
▲ ▼	Scott Enge <ScottE@telnet.com>	Neighbor

You have now tied that email address to the mother. Any students Mabel Gordon is associated with will have Mabel's email address, provided there is only one profile of Mabel.

Using PowerSchool Contacts is the best way to manage your student's demographics data such as parents, grandparents, emergency contacts, etc. The previous example is a small view of a bigger picture.

If you aren't using Contacts, then at the very least, a Guardian email should be entered on the demographics page. To do this, select the student, navigate to the student's demographics page, enter a guardian email, and submit.

Demographics 

Name (Last, First Middle)	Gordon-Low	*	Juliette	
Home Address				
Street, Apt/Suite	223 West 17th Street			
City, State, Zip	Hickory	North Dakota (ND)	58555	
Geocode	Validate			
Mailing Address - Copy From Home Address				
Street, Apt/Suite	223 West 17th Street			
City, State, Zip	Hickory	North Dakota (ND)	58555	
Geocode	Validate			
Home phone	701-520-3401		*	
Age	15 years 2 months			
Aggregate days of membership (YTD)	143			
Area/Neighborhood				
DOB	01/28/2009			
Federal Ethnicity and Race				
Ethnicity	<input type="radio"/> Yes <input checked="" type="radio"/> No Is the student Hispanic or Latino?			
Race	What is the student's race? <input type="checkbox"/> (I) American Indian or Alaska Native <input type="checkbox"/> (A) Asian <input type="checkbox"/> (B) E			
Scheduling/Reporting Ethnicity	Caucasian (C) 			
Father (last, first)	Gordon, William			
Father's Day Phone				
Father's Employer				
Father's Home Phone				
Gender	Female (F)		*	
Legal Gender			Copy from Gender	
Grade Level	9			
Graduation Year				
Guardianship				
Guardian Email	ScoutingMabel@Savannah.com 			
Mother (last, first)	Gordon, Mabel			