

# Contacts Overview

The Contacts record within PowerSchool works like the Student record: One record for each Contact. The idea is to enter a contact's information one time and then connect that contact to multiple students based on the relationship code. The Home Page also includes a tab for Contacts that can be searched by Contact Name. When searching for a contact, be sure 'Only Show Access Accounts' box is unchecked.

**Start Page**

Students Staff **Contacts**

First Name Last Name

Street Address Unit

Phone Number Extension

Email Address

Include Inactive  Only Show Access Accounts

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**Search results (0)**

No Contacts match your entry.

After a student is enrolled, choose the Contacts tab from the Student Menu on the left.



To add a contact to a student, click the blue Add button on the right side of the screen. From this screen, you have the option of either searching for a contact by using the search fields or by choosing a letter or by adding a new contact.

The screenshot shows the 'Add Contacts' form with the following fields: First Name, Last Name, Street Address, Unit, Phone Number, Extension, and Email Address. Below the fields are two checkboxes: 'Include Inactive' and 'Only Show Access Accounts'. A search bar contains the letters 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. A blue 'Search' button is highlighted with a yellow circle. Below the search bar, it says 'Search results (0)' and 'No Contacts match your entry.' At the bottom right, there are three buttons: 'Cancel', 'New Contact', and 'Submit', with 'New Contact' highlighted by a yellow circle.

Results from a search for a contact are listed at the bottom and can be connected to a student from this screen. To add a contact to a student, check the box in front of the contact record to use. Choose the relationship to the student from the drop down. Click Submit.

The screenshot shows the 'Add Contacts' form with the same fields as above. The search bar now contains the letters 'A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. A blue 'Search' button is visible. Below the search bar, it says 'Search results (1)'. A table lists the search results:

	Contact	Street Address	Phone Number	Email Address	Relationship	Data Access
<input checked="" type="checkbox"/>	Sample, Donna	755 Home St, Apt 7B	567-555-5567 567-555-8871	donnajo@mail.com	<input type="text" value=""/>	<input type="checkbox"/>

Below the table, it says 'Rows/Page 10'. A dropdown menu is open for the 'Relationship' column, showing the following options: Aunt, Brother, Father, Friend, Grandfather, Grandmother, Mother, Neighbor, Other, Sister, Uncle. At the bottom right, there are three buttons: 'Cancel', 'New Contact', and 'Submit', with 'Submit' highlighted by a yellow circle.

Multiple contacts can be added at one time from a list of search results. Put a check in front of the contact to add, choose the appropriate relationship, and click Submit.

To add a new Contact record, choose New Contact. Complete all areas of the record: Demographics, Phone Numbers, Email Address, and Address. If this contact is to be connected to multiple students, you can do so under the Students heading. Click on Add Students and a search window will appear. When all information is complete, click Submit at the bottom right.

**Create Contact**

You have unsaved changes

**Demographics**

Prefix:  First Name:  Middle Name:  Last Name:  Suffix:

Gender:

Employer:

Active

**Web Account Access**

[Add Account](#)

**Students**

Show All (+0) [Add Student](#)

School	Name	Relationship	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Action
GR	Sample, Kylie Jean										<input checked="" type="checkbox"/> <a href="#">-</a>

**Phone Numbers**

[Add Phone](#)

Order	Type	Phone Number	Preferred	SMS	Action

**Email Addresses**

[Add Email](#)

Primary	Type	Email Address	Action

**Addresses**

Show All (+0) [Add Address](#)

Order	Type	Address Line 1	Address Line 2	Unit	City	State/Province	Postal Code	Country	Start Date	End Date	Action

Contact ID:

[Submit](#)

Once the contact record is connected to a student, the record appears in the student's Contacts tab. From here, the contact can be edited to show custody, school pickup, etc. and how it pertains to this student. Choose the pencil icon under Actions. Check the boxes beside the appropriate permissions / notes then click Submit. If needed, a Start and End date for a contact record with a student can also be entered.

**Details: Sample, Kylie Jean 10040**

Active | All

Relationship:

Start Date:

End Date:

Has Custody

Lives With

School Pickup

Emergency Contact

Receives Mail

Notes:

Approximately 4000 characters left

Original Contact Type:

[Cancel](#) [Submit](#)

