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.

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.

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.

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.

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.

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The student contact record displays with the pertinent information.

Sample, Kylie Jean 2 10040   A   CR

Order	Name / Email	Relationship	Phone Type	Phone	Address	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Actions
▲ ▼	Donna Sample <donnajo@mail.com>	Mother	Mobile	567-555-5587	755 Home St Apt 7B Bowling Green, OH 45877	✔	✔	✔	✔					✎ ▬

The master Contact record can also be edited via a student contact page. Click on the Contact name and the record will open to edit name, address, phone, etc.

To see all of the students attached to a single Contact record, search for the contact using the Contacts tab on the Start Page. The Associated Students appear in the far right column for the contact.