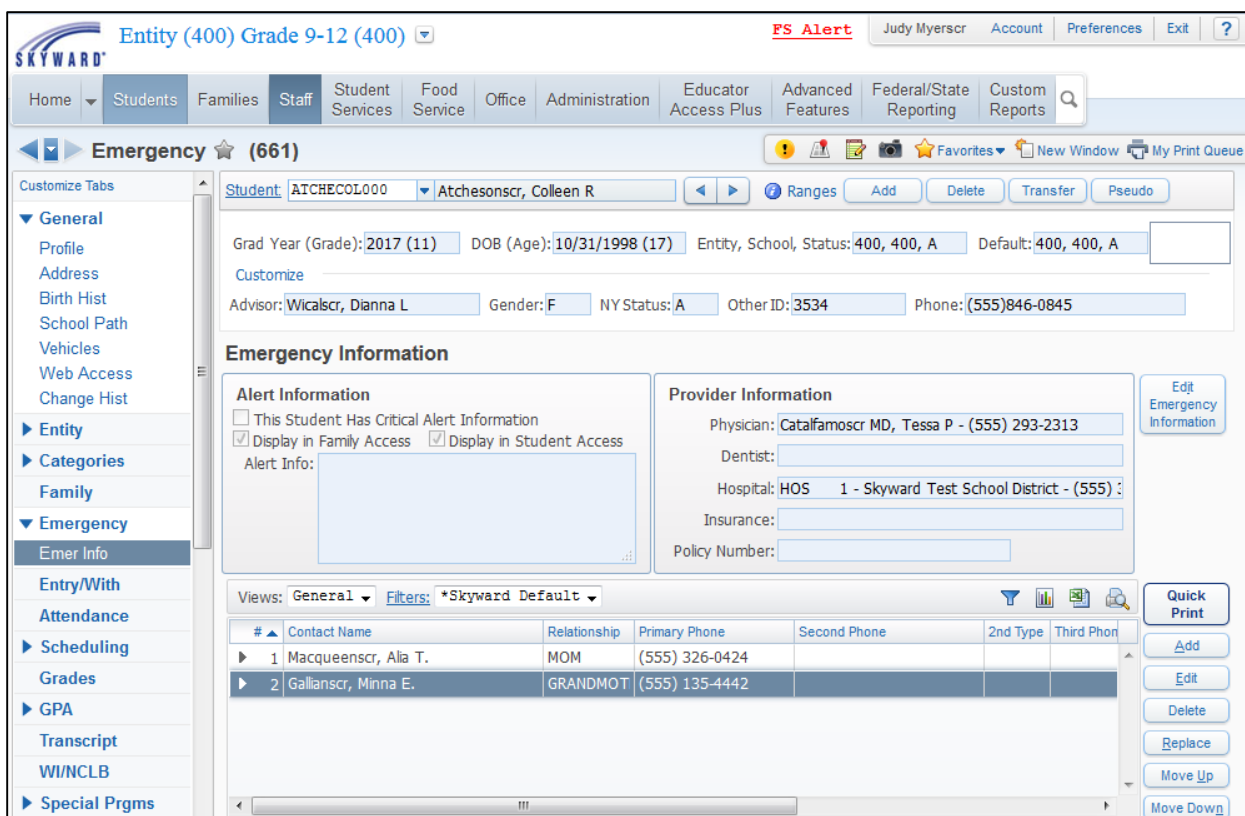


Emergency Contact

This area displays the student's Emergency Contacts, Medical, and Provider information.

Navigate to Student Management > Students > Student Profile > Emergency and select Emer Info.

If the guardians have been flagged on the Family tab as being Emergency Contacts, their name will automatically display in this list.



The screenshot shows the Skyward Student Profile page for student ATCHECOL000, Atchesonscr, Colleen R. The page is titled "Emergency (661)". The left sidebar shows the navigation menu with "Emergency" expanded and "Emer Info" selected. The main content area displays the "Emergency Information" section, which includes "Alert Information" and "Provider Information".

Alert Information:

- ☐ This Student Has Critical Alert Information
- ☒ Display in Family Access
- ☒ Display in Student Access
- Alert Info: [Empty text box]

Provider Information:

- Physician: Catalfamoscr MD, Tessa P - (555) 293-2313
- Dentist: [Empty text box]
- Hospital: HOS 1 - Skyward Test School District - (555) [Empty text box]
- Insurance: [Empty text box]
- Policy Number: [Empty text box]

Emergency Contacts Table:

#	Contact Name	Relationship	Primary Phone	Second Phone	2nd Type	Third Phone
1	Macqueenscr, Alia T.	MOM	(555) 326-0424			
2	Gallianscr, Minna E.	GRANDMOT	(555) 135-4442			

Buttons on the right side of the table include: Add, Edit, Delete, Replace, Move Up, Move Down, and Quick Print.

Adding a New Emergency Contact

1. Click Add to add a new contact for this student.
2. On the Add Emergency Contact screen, indicate whether the contact being added is an Individual or an Organization and enter the Last Name and First Name. Once entered, select the "Click Here To Search for Entered Name" to see if the contact already exists in the database.
3. If the individual is not already in the database, click the Add Entered Name as Emergency Contact button.
4. Enter the Address for the individual and click Continue Add.
5. Enter as much of this Contact Information as your district desires. In an emergency, having as many phone numbers on record as possible is very helpful.
6. Note the capability to enter Comments about this contact that could make calling more efficient.

7. Click Save.
8. The order in which the Emergency Contacts should be called, can be adjusted by highlighting the name and using the Move Up or Move Down arrows.

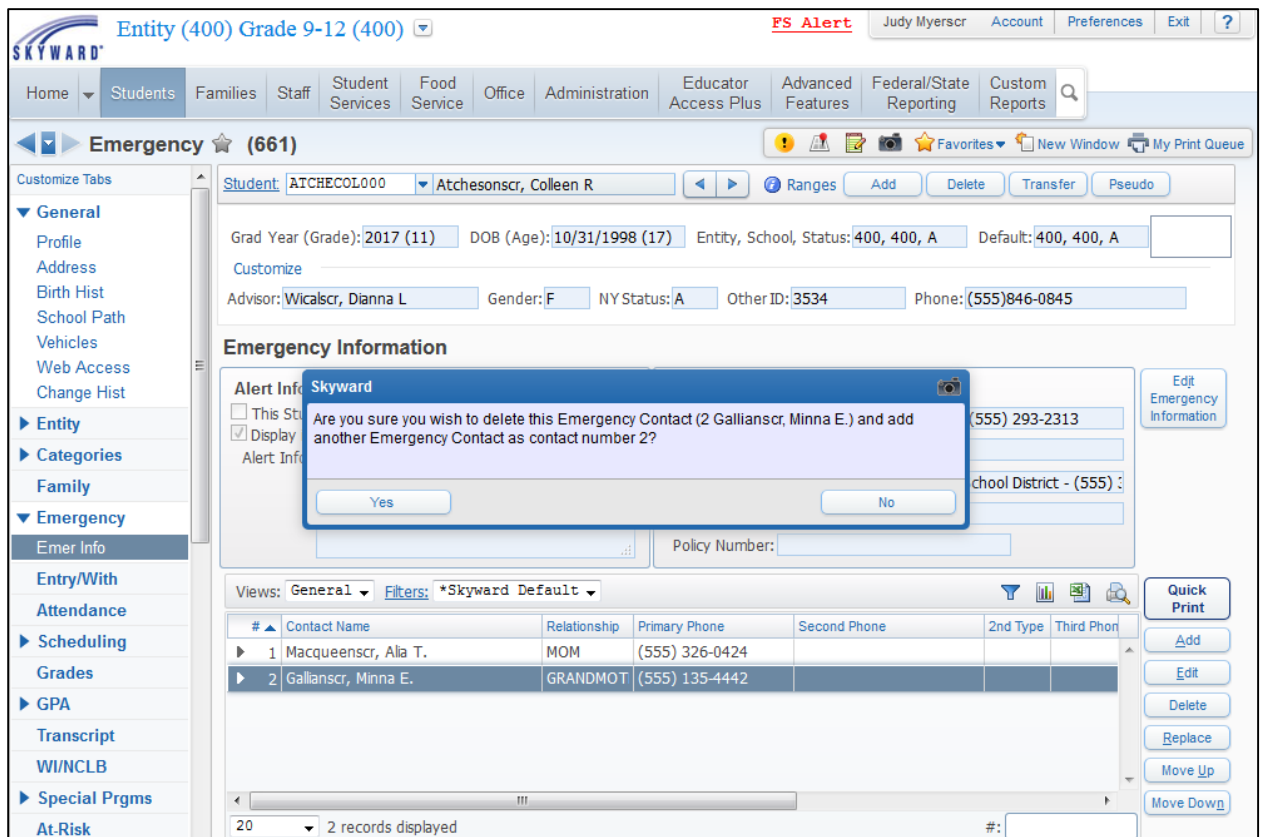
Edit

This button allows you to modify the Emergency Information, Contact Information, and Other Information. Please note that the Demographic information cannot be modified from here. To modify this information for a guardian, go to the student's Family tab. For all other contacts, go to Name Maintenance, which is located at Student Management > Advance Features > Name Maintenance.

Replace

This button allows you to easily replace an existing Emergency Contact with a new Emergency Contact.

1. Highlight the individual on the browse who is going to be replaced and click the Replace button.
2. A message appears asking if you are sure you want to delete the Emergency Contact and add another Emergency Contact. Click Yes.



Entity (400) Grade 9-12 (400)

FS Alert Judy Myerscr Account Preferences Exit ?

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Emergency (661)

Student: ATCHECOL000 Atchesonscr, Colleen R

Grad Year (Grade): 2017 (11) DOB (Age): 10/31/1998 (17) Entity, School, Status: 400, 400, A Default: 400, 400, A

Advisor: Wicalscr, Dianna L Gender: F NY Status: A Other ID: 3534 Phone: (555)846-0845

Emergency Information

Alert Info Skyward

Are you sure you wish to delete this Emergency Contact (2 Gallianscr, Minna E.) and add another Emergency Contact as contact number 2?

Yes No

Views: General Filters: *Skyward Default

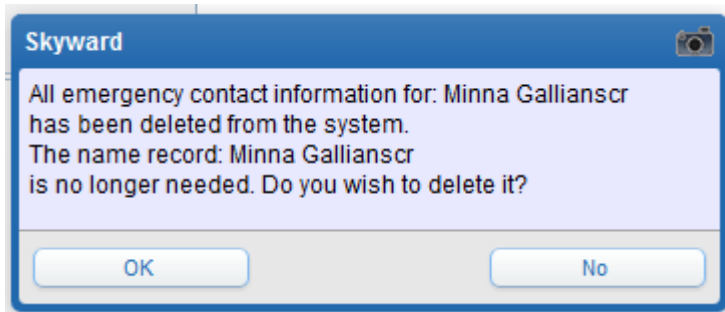
#	Contact Name	Relationship	Primary Phone	Second Phone	2nd Type	Third Phone
1	Macqueenscr, Ala T.	MOM	(555) 326-0424			
2	Gallianscr, Minna E.	GRANDMOT	(555) 135-4442			

20 2 records displayed

Quick Print Add Edit Delete Replace Move Up Move Down

3. Proceed in locating or adding the new contact as described in the steps under "Adding a new Emergency Contact."

- If the Emergency Contact being replaced is no longer used in the system, the user will receive this message indicating that all emergency contact information for the individual has been deleted from the system. The name record is no longer needed. Do you wish to delete it? Click OK if you wish to delete the record.



- The browse refreshes and the new contact now displays in the list.

Entity (400) Grade 9-12 (400) FS Alert Judy Myerscr Account Preferences Exit ?

Home Students Families Staff Student Services Food Service Office Administration Educator Access Plus Advanced Features Federal/State Reporting Custom Reports

Emergency (666) Favorites New Window My Print Queue

Student: ATCHECOL000 Atchesonscr, Colleen R Ranges Add Delete Transfer Pseudo

Grad Year (Grade): 2017 (11) DOB (Age): 10/31/1998 (17) Entity, School, Status: 400, 400, A Default: 400, 400, A

Advisor: Wicalscr, Dianna L Gender: F NY Status: A Other ID: 3534 Phone: (555)846-0845

Emergency Information

Alert Information

☐ This Student Has Critical Alert Information

☒ Display in Family Access ☒ Display in Student Access

Alert Info:

Provider Information

Physician: Catalfamoscr MD, Tessa P - (555) 293-2313

Dentist:

Hospital: HOS 1 - Skyward Test School District - (555) :

Insurance:

Policy Number:

Edit
Emergency
Information

Views: General Filters: *Skyward Default

#	Contact Name	Relationship	Primary Phone	Second Phone	2nd Type	Third Phone
1	Macqueenscr, Alia T.	MOM	(555) 326-0424			
2	Macameescr, Judy	NEIGHBOR	(555) 877-5666			

20 2 records displayed #:

Quick Print Add Edit Delete Replace Move Up Move Down

Edit Emergency Information

This area provides staff with the student's alert and provider information. This is also where you can select to have this information display in Family and Student Access.

1. Click the Edit Emergency Information button.
2. Any Alert Information regarding this student may be added here, as well as Provider Information. If the Alert Information could be Critical Alert Information, then check the box to flag this information as critical.

Student Emergency Information (81)

Student:

Alert Information

☐ This Student Has Critical Alert Information

☒ Display in Family Access
 ☒ Display in Student Access

Alert Information:

Provider Information

Physician:	<input type="text" value="CATALTES000"/> <input type="button" value="v"/>	Catalfamoscr MD, Tessa P	Phone:	<input type="text" value="(555) 293-2313"/>
Dentist:	<input type="text"/> <input type="button" value="v"/>		Phone:	<input type="text"/>
Hospital:	<input type="text" value="HOS 000"/> <input type="button" value="v"/>	HOS 1 - Skyward Test Sch	Phone:	<input type="text" value="(555) 393-1167"/>
Insurance:	<input type="text"/> <input type="button" value="v"/>		Phone:	<input type="text"/>
Policy Number:	<input type="text"/>			

3. Click Save.