

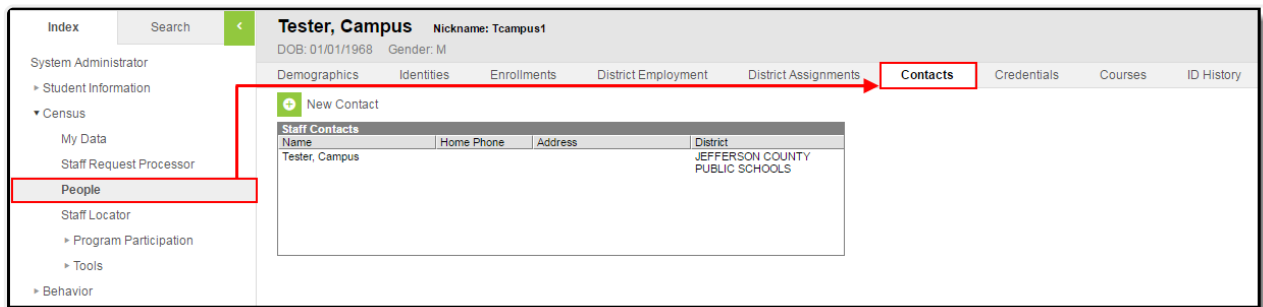
# Contacts Tab (State Edition)

Last Modified on 03/13/2024 11:58 am CDT

Tool Search: Census

The Contacts tab is used to store and manage parent/guardian contacts for a student. Contacts may be uploaded by districts or manually entered at the state level.

**This tab is only available for State Edition users.**



*Student Contact Tool*

## Tool Rights

Users with **R**(ead) rights will be able to view but not modify contacts. Users with **W**(rite) or **A**(dd) rights will be able to add additional contacts. Users with **D**(elete) rights will be allowed to remove contacts from the list.

**User: tester**  
Person: Tester, Campus

User Account    User Groups    **Tool Rights**    Calendar Rights    Access Log

Save    User Rights Summary

**Campus Tools**

R	W	A	D	Tool
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	tester account
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Information
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SSN Rights
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Census
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	My Data
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Request Processor
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	People
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demographics
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enrollments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	District Employment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	District Assignments
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>Contacts</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Credentials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Courses
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ID History
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff Locator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program Participation

Contacts Tool Rights

## Enter a New Contact

You can enter a new contract by clicking the **New Contact** button.

Demographics    Identities    Enrollments    District Employment    District Assignments    **Contacts**

Save    Delete    **New Contact**

Name	Home Phone	Address	District
Tester, Campus			JEFFERSON COUNTY PUBLIC SCHOOLS

**Staff Contact Information (Created by State)**

\*Last Name:     \*First Name:     Middle Name:     Suffix:     Gender:

Relationship:     Guardian:     Mailing:     Secondary:     Portal:

Home Phone: (555) 123 - 4567 x     Work Phone: (555) 666 - 7777 x     Private Phone:

Cell Phone: (555) 777 - 8888 x     Email:     Private Address:

Address Line1:     Address Line2:

City:     State:     Zip:     County:

Comments:

Enter a New Contact

### To Enter a New Contact:

1. Enter the contact's **Last Name**.
2. Enter the contact's **First Name**.
3. Enter any additional information (as described in the table below)
4. Click the **Save** icon. The contact is now saved within Campus and will appear in the contacts list.

The following table describes each available option:

Field	Description
<b>Last Name</b>	The contact's last name.
<b>First Name</b>	The contact's first name.
<b>Middle Name</b>	The contact's middle name.
<b>Suffix</b>	The contract's suffix.
<b>Gender</b>	The contacts gender.
<b>Relationship</b>	The contacts relationship to the student/person (i.e., brother, uncle, teacher, etc).
<b>Guardian</b>	If marked, this indicates the contact is the student/person's legal guardian.
<b>Mailing</b>	Indicates the contact's address is allowed to receive mail.
<b>Secondary</b>	Indicates the address is a secondary address for the contact.
<b>Portal</b>	Indicates if the contact has access to the Parent Portal.
<b>Home Phone</b>	The contact's home phone number.
<b>Work Phone</b>	The contact's work phone number.
<b>Private Phone</b>	Marking this checkbox indicates the phone number will not be listed when generating certain ad hoc reports.
<b>Cell Phone</b>	The contact's cell phone number.
<b>Email</b>	The contact's email address.
<b>Address Line 1</b>	The contact's address.
<b>Address Line 2</b>	Additional space for address information.
<b>Private Address</b>	Marking this checkbox indicates the address will not be listed when generating certain ad hoc reports.
<b>City</b>	The city the contact resides within.
<b>State</b>	The state the contact resides within.

Field	Description
<b>Zip</b>	The zip code the contact resides within.
<b>County</b>	The county the contact resides within.
<b>Comments</b>	Any additional comments about the contact.

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