

# School Contacts

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**Classic View:** [Human Resources](#) > [Administration](#) > [School Contacts](#)

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The School Contacts tool stores contact information for the school. Infinite Campus recommends that at least one contact be defined as the Human Resources contact.

The contact name must already be entered in Campus before you can add contact information on the School Contacts tool.

What can I do?	What do I need to know?
<ul style="list-style-type: none"> <li>• <a href="#">Add a Contact</a></li> <li>• <a href="#">Update a Contact's Information</a></li> <li>• <a href="#">Delete a Contact</a></li> <li>• <a href="#">Print Contact Information</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Field Descriptions</a></li> </ul>

### School Contacts ☆

Human Resources > Administration > School Contacts

+ New
Save
Delete
Print Options

School Contact Information		
Contact Name	Area of Expertise	Phone Number
Anderson, Karen	FN	(555)555-5352
Twiddy, Debbie	LR	(555)555-5353

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**Contact Information**

Name  
Anderson, Karen

\*Phone Number ( 555 ) 555 - 5352 x  Fax Number ( ) - x

E-Mail  Area of Expertise  
FN: Finance ▼

\*Current Address (Please select one of the options below)

Use School HR Address

585 Peachtree Parkway  
Metro City MN 55436

School Contacts tool with an example contact

## Field Descriptions

Field	Description
<b>Name</b>	The contact's name. This name cannot be changed. If a contact's name changes, you must enter a new contact and delete the old contact.
<b>Phone Number</b>	The contact's phone number. The Phone Number includes area code, phone number and extension if needed. This field is required.
<b>Fax Number</b>	The contact's fax number. The Fax Number includes area code, phone number and extension if needed.
<b>E-mail</b>	The contact's email address.
<b>Area of Expertise</b>	<p>The contact's area of expertise. Specifying a person's area of expertise is useful when there are several contacts within a school or contacts with the same name.</p> <p>The options available on in this field are set up within <a href="#">HR Codes</a>.</p>
<b>Use School HR Address</b>	This checkbox indicates whether this contact uses the address defined in Campus.

Field	Description
<b>Add New Address</b>	This button allows you to define a new address for the contact.

## Add a Contact

1. Click the **New** button.

**Result**

The Contact Information screen appears.

2. Enter details for the contact in the following required fields:

- **Name**

The **Name** field auto-completes after you type two characters in the field. If the **Name** field does not auto-complete, the contact may not be stored within Campus. The contact must be in Campus before you can continue.

- **Phone Number**

**Fax Number, E-mail, and Area of Expertise** are optional fields.

3. Determine whether you want to use the School Human Resources Address or add a new address.

To...	Then...
<b>Use the School HR address</b>	Select the <b>Use School HR Address</b> checkbox. <b>Result</b> The school address appears.
<b>Add a new address</b>	Click the <b>Add New Address</b> button. The Add Address dialog appears. Enter the new address and click the <b>Change Address</b> button. <b>Result</b> The new address appears.

4. Click the **Save** button.

**Result**

The contact displays in the School Contact Information list.

# Update a Contact's Information

1. Select the Contact Name in the School Contact Information section.

**Result**

The Contact Information screen appears.

2. Update the contact's details and click the **Save** button.

A contact's name cannot be changed. If a contact's name changes, you must enter a new contact and delete the old contact.

# Delete a Contact

1. Select the Contact Name in the School Contact Information list.
2. Click the **Delete** button.

**Result**

A confirmation window appears.

3. Click **OK**.

**Result**

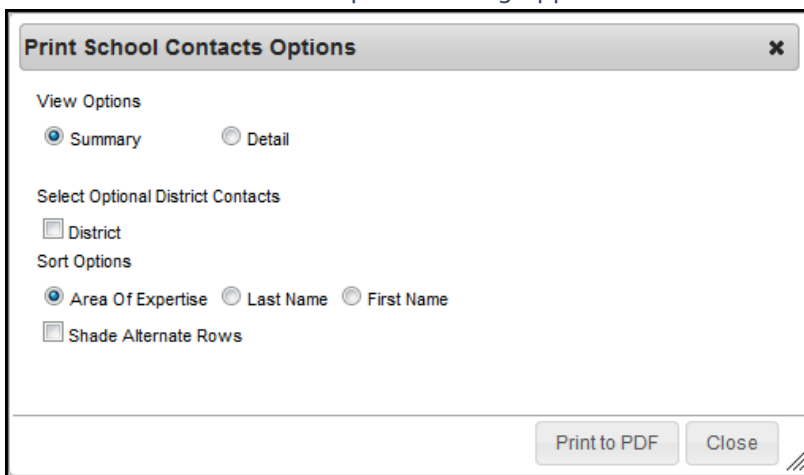
Campus removes the contact from the School Contact Information list.

# Print Contact Information

1. Select the **Print Options** button.

**Result**

The Print School Contacts Options dialog appears.



2. Use the information in the following table to complete the Print School Contact Options dialog.

Field	Description
<b>View Options</b>	Select one of the following options: <ul style="list-style-type: none"> <li>◦ <b>Summary</b>. Prints the contact name, phone number, and area of expertise.</li> <li>◦ <b>Detail</b>. Prints the summary information and the contact's address, fax number, and email address.</li> </ul>
<b>Select Optional District Contacts</b>	Select this checkbox to include district contacts.
<b>Sort Options</b>	This options sorts the contacts within the school according to the following options: <ul style="list-style-type: none"> <li>◦ <b>Area of Expertise</b></li> <li>◦ <b>Last Name</b></li> <li>◦ <b>First Name</b></li> </ul>
<b>Shade Alternate Rows</b>	Select this option to shade every other contact within each section.

3. Click the **Print to PDF** button.

Detail Contact Report				
District Location: CAMPUS				
Name	Phone	Fax	Email	Area Of Expertise
Deryl Ramey 4321 109th Ave NE Blaine MN 55449	(888)000-0000	(888)000-0000	email@campus.com	HR
Roy Larson 5411 109th Ave S. Blaine MN 55449	(888)000-0000		email2@campus.com	Finance
Ronald Erdmann 4321 109th Ave NE Blaine MN 55449	(888)000-0000	(888)000-0000	email@campus.com	Facilities
School Location: Senior High				
Name	Phone	Fax	Email	Area Of Expertise
Linda Agar 4321 109th Ave NE Blaine MN 55449	(888)000-0000	(888)000-0000	email@campus.com	Facilities
Sandra Lund 4321 109th Av Blaine MN 55449	(888)000-0000		email2@campus.com	Finance
Lon Parker 4321 109th Ave NE Blaine MN 55449	(888)000-0000	(888)000-0000	email@campus.com	AP

*Detail Contact Report example with district contacts and using the Shade Alternate Rows option.*