

# Emergency Contact

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This documentation applies to both versions of Online Registration.

Tool Search: Online Registration

Emergency contacts are those individuals who are not parents/guardians, may be living in the same household as the student, and should be contacted in case of an emergency and the parent/guardian is not available. Click the **Add New Emergency Contact** button to begin.

## Emergency Contacts

Click the **Add New** button at the bottom of this screen to add a new emergency contact. If this is an annual update application, click on each person to confirm the contact information. If the emergency contact pulled into the OLR annual update application is no longer a contact for the family, there will be a box to remove the person as an emergency contact.

The screenshot shows a progress bar with six steps: 1. Student(s) Primary Household (checked), 2. Parent/Guardian (checked), 3. Emergency Contact (active), 4. Non School-Aged Children, 5. Student, and 6. Completed. Below the progress bar is a table titled "Emergency Contact" with columns: FIRST NAME, LAST NAME, GENDER, RECORD TYPE, and COMPLETED. The table contains the text "No records available." Below the table is a button labeled "Add New Emergency Contact". A note states: "in AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts." Below the note, it says "The maximum number of Emergency Contacts is 6". At the bottom are two buttons: "< Back" and "Save/Continue".

A display grid may appear in all OLR person sections that shows the people in the other sections of the OLR application. This is to remind parents/guardians to not create those people again.

✓ Student(s) Primary Household   
 ✓ Parent/Guardian   
 ✓ Emergency Contact   
 ✓ Non-Enrolled Children   
 ! Student   
 6 Completed

\* Indicates a required field

### Emergency Contact

FIRST NAME	LAST NAME	GENDER	RECORD TYPE	COMPLETED
No records available.				

In order to help prevent the creation of duplicate records, please do not create new records in this section for the following people:

FULL NAME	REASON
Anna Baum	Already in this application as a Parent/Guardian
Henry Baum	Already in this application as a Parent/Guardian
Zineb Alfath	Already in this application as a Student
Mary Baum	Already in this application as a Student
Allison Baum	Already in this application as a Student

[in AN EMERGENCY, if parent/guardian cannot be contacted, please call one of the following Emergency Contacts listed. Proper identification will be required before a student is released to emergency contacts.](#)

  

## Demographics

When the first Emergency Contact is added to a new student application, the parent will receive a pop-up warning stating to not add themselves as an emergency contact.

- Enter the following information for the emergency contact:
  - **First Name**
  - **Middle Name**
  - **Last Name**
  - **Suffix**
  - **Birth Date**
  - **Gender**
- Click the **Next** button.

✓  
Student(s) Primary Household

✓  
Parent/Guardian

**3**  
Emergency Contact

4  
Non School-Aged Children

5  
Student

6  
Completed

\* Indicates a required field

**Contact Name:**

Demographics

Please complete the following information for each emergency contact for your students. These contacts are the only other authorized individuals to check your child out of school.

**First Name \***

**Middle Name**

**Last Name \***

**Suffix**

**Birth Date**

**Gender \***

*Emergency Contacts Demographics*

## Contact Information

1. Enter the following about the emergency contact's information:
  1. **Home Phone**
  2. **Cell Phone**
  3. **Work Phone**
  4. **Email**
2. Click the **Next** button.

Demographics
+

Contact Information
-

Enter the contact information for this emergency contact.

At least one Phone Number is required.

**Home Phone**

**Cell Phone**

**Work Phone**

**Email for EC**

< Previous
Next >

*Emergency Contact Information*

## Verification

This pleat is not required.

1. If this contact lives at the same location as the student, choose Yes under Does this emergency contact live at the address below? This will add the emergency contact to the primary household of the application.

This checkbox can be removed via the [OLR Builder](#).

2. If the contact does not live in the family household, the parent can provide the address information for the emergency contact in the Address Line 1 and 2 fields. Since the address provided for the emergency contact will not post back to Campus, these address lines can be removed via the OLR Builder.
3. Click the **Save/Continue** button when finished. The screen will return to the first page of the Emergency Contact entry screens where additional emergency contacts can be entered.

✓  
Student(s) Primary Household

✓  
Parent/Guardian

**3**  
Emergency Contact

4  
Non School-Aged Children

5  
Student

6  
Completed

\* Indicates a required field

**Contact Name: Ann Parent**

✓ Demographics +

✓ Contact Information +

● Verification -

Please enter the address for this emergency contact. This information will only be used to verify the contact doesn't already appear in our system.

Does this emergency contact live at the address below? \*

4393 Iowa St

< Previous
Cancel
Save/Continue

*Emergency Contact Verification*

To enter additional emergency contacts, click the **Add New Emergency Contact** button. Repeat the instructions for entering emergency contacts. If no further additions are needed, click the **Save/Continue** checkbox.