

Emergency Contact

Last Modified on 04/04/2025 12:35 pm CD

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 Contac**t 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.

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Student(s) Primary Household	Parent/Guardian	Emergen	cy Contact	Non Sc Ch	hool-Aged ildren	Student	Completed
* Indicates a required field							
Emergency Contact							
FIRST NAME	LAST NAM	1E	GEND	ER	REC	ORD TYPE	COMPLETED
			No record	s available			
Add New Emergency Contact	t						
in AN EMERGENCY, if paren required before a student is	nt/guardian cannot be c released to emergency	<u>contacted, p</u> y contacts.	lease call one	of the follo	wing Emergen	cy Contacts listed. F	Proper identification will be
The maximum number of E	mergency Contacts is 6	5					
Save/Continu	le						

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.

 	 Image: A start of the start of		(Image: A start of the start of		6
Student(s) Primary F Household	Parent/Guardian	Emergency Contact	Non-Enrol	led Children	Student	Completed
* Indicates a required field						
Emergency Contact						
FIRST NAME	LAST NAME	GENI	DER	RECORD 1	YPE	COMPLETED
		No recor	ds available.			
In order to help prevent the creation	n of duplicate records, pleas	se do not create new reco	rds in this sect	tion for the following p	people:	
FULL NAME				REASON		
Anna Baum			Already in this	s application as a Pare	ent/Guardian	
Henry Baum			Already in this	s application as a Pare	ent/Guardian	
Zineb Alfath			Already in	n this application as a	Student	
Mary Baum			Already in	n this application as a	Student	
Allison Baum			Already in	n this application as a	Student	
Add New Emergency Contact						
in AN EMERGENCY, if parent/guardi released to emergency contacts.	ian cannot be contacted, pl	ease call one of the follow	ving Emergenc	cy Contacts listed. Pro	per identification	will be required before a student is
K Back Save/Continue						

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.

- 1. Enter the following information for the emergency contact:
 - First Name
 - Middle Name
 - Last Name
 - Suffix

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- Birth Date
- Gender
- 2. Click the **Next** button.



 	 Image: A start of the start of	3	4	5	6
Student(s) Primary Household	Parent/Guardian	Emergency Contact	Non School-Aged Children	Student	Completed
* Indicates a required field					
Contact Name:					
 Demographics 					-
Please complete the follow check your child out of sch	ing information for eac ool.	h emergency contact for y	our students. These contac	cts are the only other a	uthorized individuals to
First Name *					
Middle Name					
Last Name *					
Suffix					
	•				
Birth Date					
month/day/year					
Gender *					
	•				
Next >					
		Emergency Con	tacts Demographi	CS	

Contact Information

Note: The Contact Information imported into OLR remains editable in most cases, with two important exceptions: emergency contacts with either a District Assignment or who serve as a Guardian to a student in another household will have locked contact information that cannot be modified. While newly created emergency contacts linked to these protected individuals can be updated during application submission, these changes will not synchronize back to the Campus system.

- 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.

O Demographics	
Contact Information	
Enter the contact information for this emergency contact.	
At least one Phone Number is required.	
Iome Phone	
(555)555-9005	
Cell Phone	
()	
Nork Phone	
()X	
imail for EC	
< Previous Next >	

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.

- 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.

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Student(s) Primary Household	Parent/Guardian	Emergency Contact	Non School-Aged Children	Student	Completed
Indicates a required field					
Contact Name: Ann Pa	rent				
Demographics					
Oontact Information					
Verification					
Please enter the address for Does this emergency contact	or this emergency conta live at the address below?	act. This information will or	ly be used to verify the con	tact doesn't already ap	opear in our system.
Dease enter the address for Does this emergency contact 4393 Iowa St	or this emergency conta live at the address below?	act. This information will or	Ily be used to verify the con	tact doesn't already ap	opear in our system.
Dease enter the address for Does this emergency contact 4393 Iowa St < Previous	or this emergency conta live at the address below?	tct. This information will or	Ily be used to verify the con	tact doesn't already ap	opear in our system.

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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.