Emergency Contact

Last Modified on 08/21/2026 2:35 pm CDT

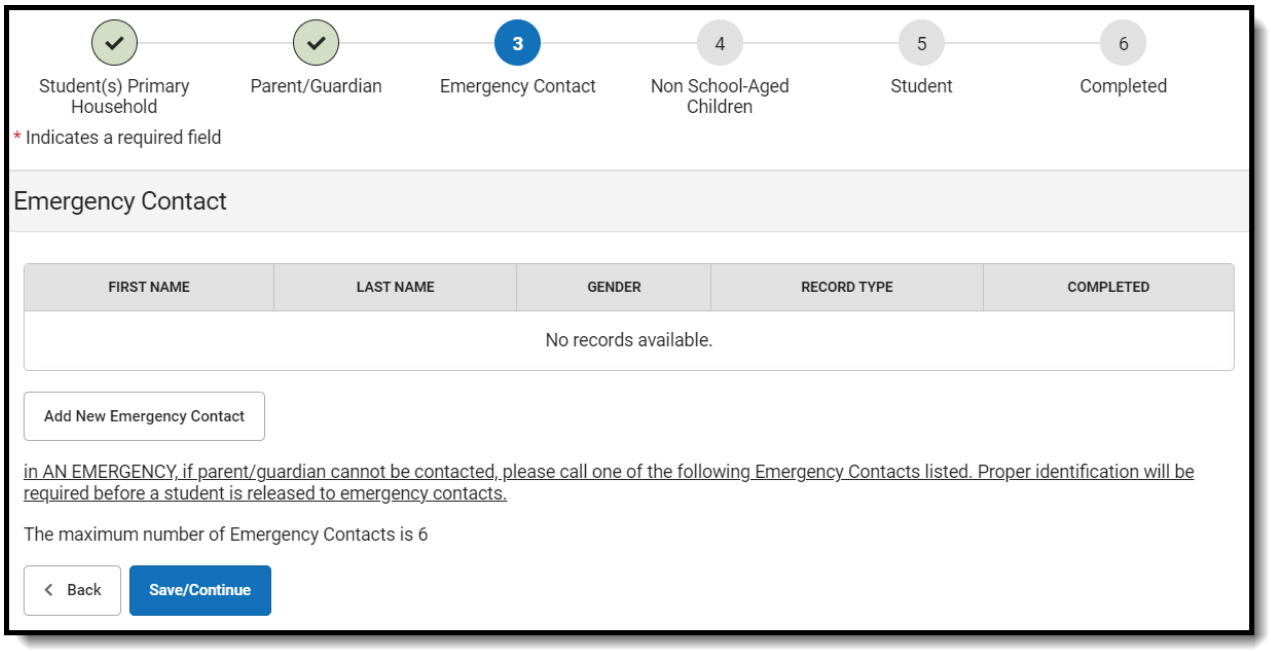
This documentation applies to both versions of Online Registration.

Tool Search: Online Registration

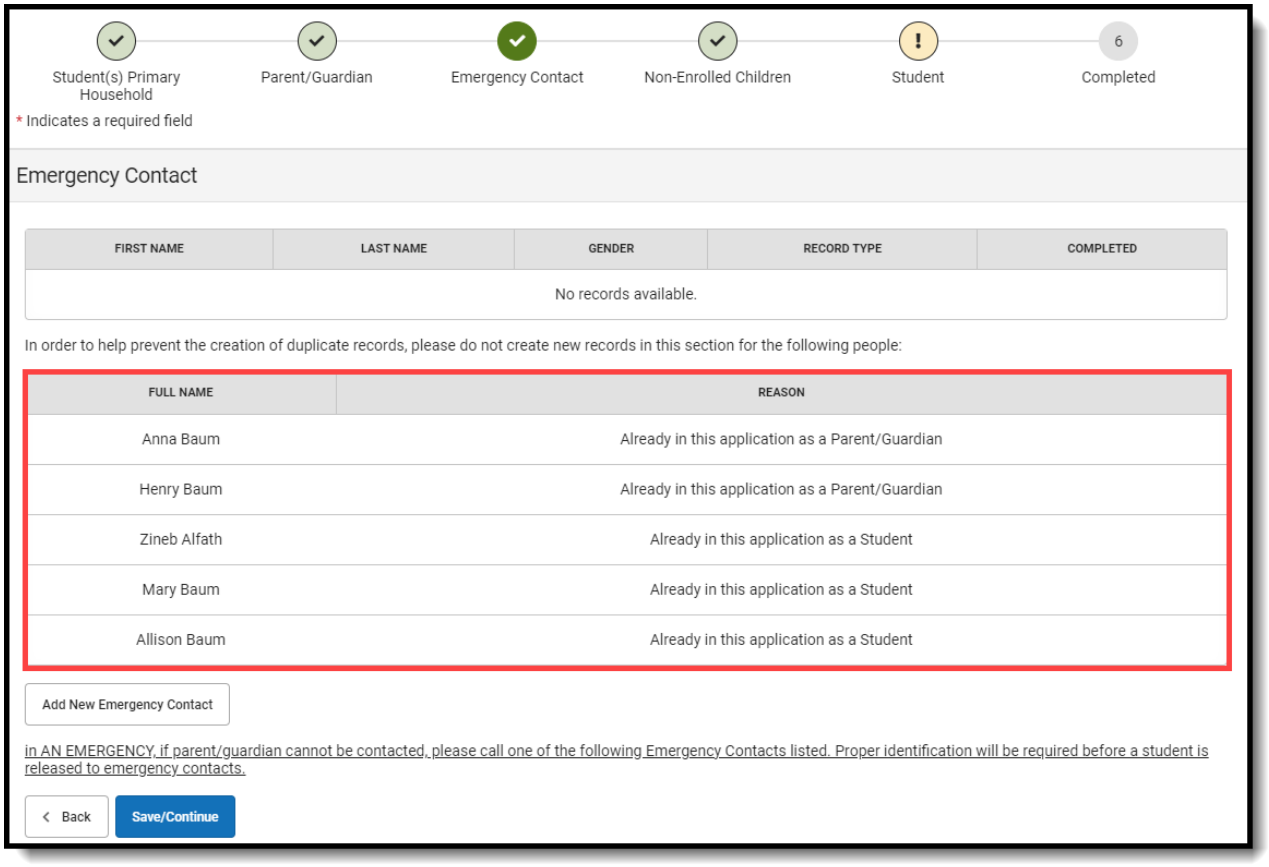
Emergency contacts are those individuals who are not parents/guardians, may be living in the same household as the student, and should be contacted in case of an emergency and the parent/guardian is not available. Click the **Add New Emergency Contac**t button to begin.

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.



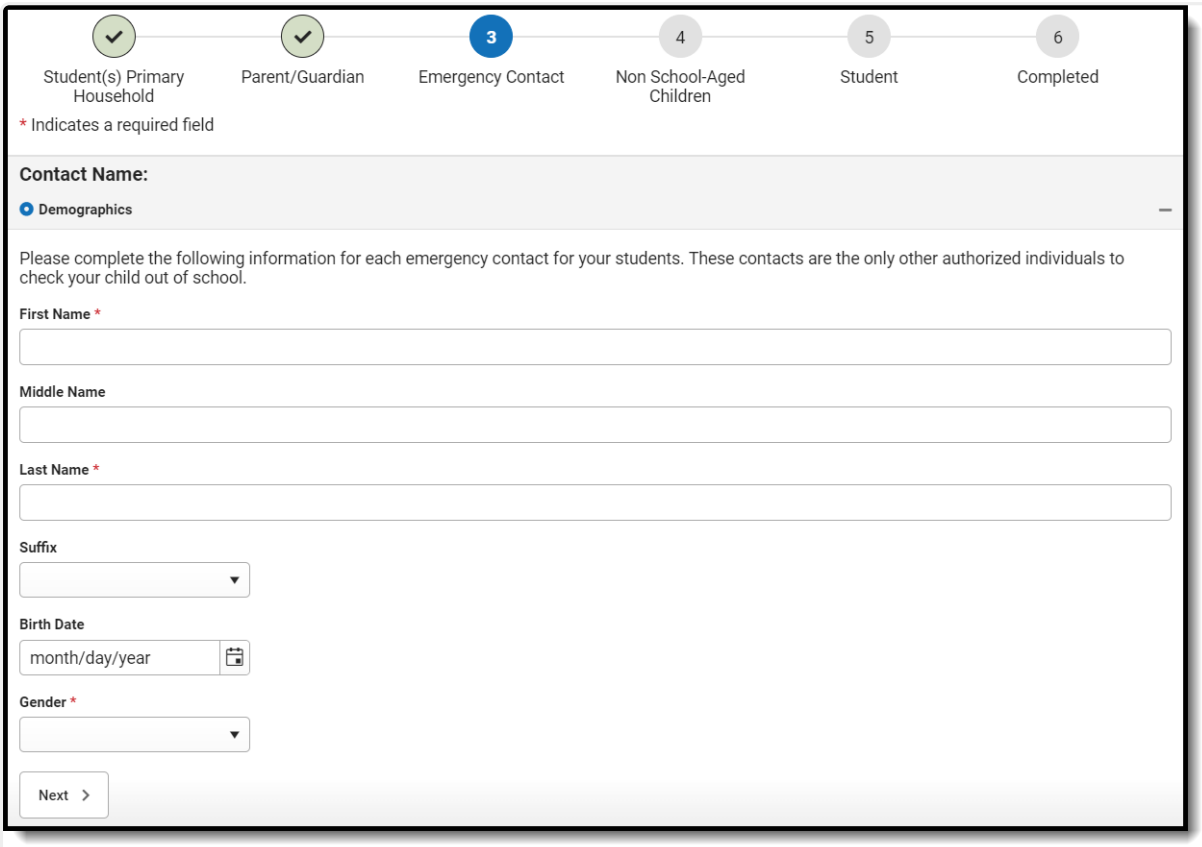
A display grid may appear in all OLR person sections that shows the people in the other sections of the OLR application. This is to remind parents/guardians to not create those people again.



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

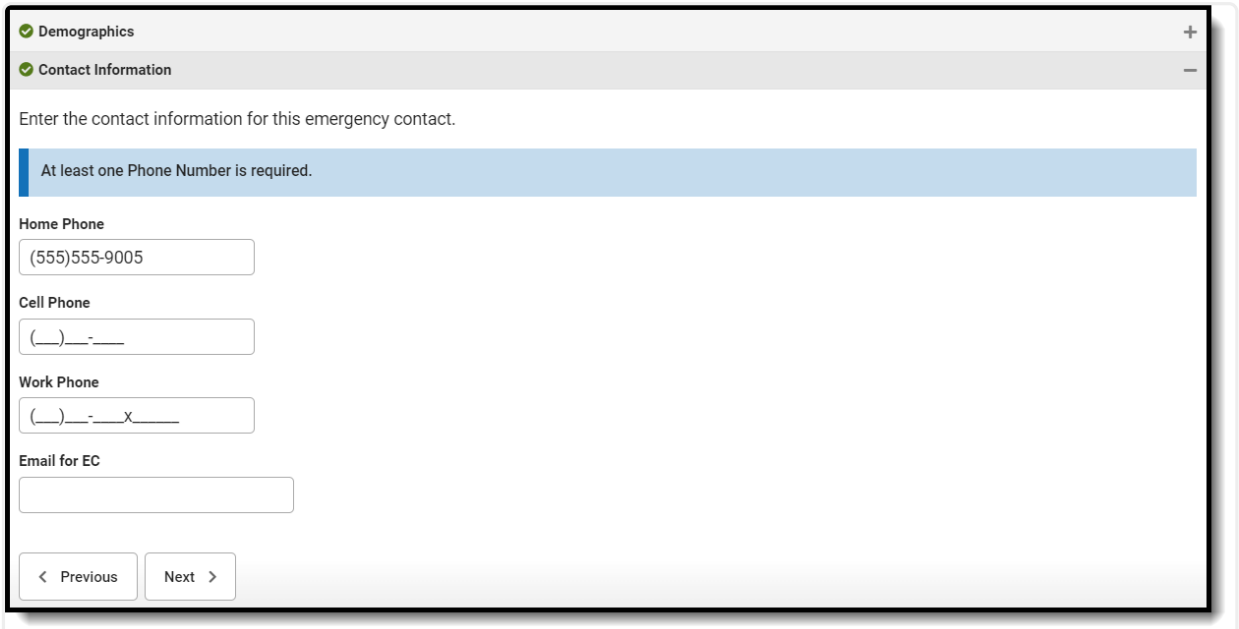


Emergency Contacts Demographics

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.



Emergency Contact Information

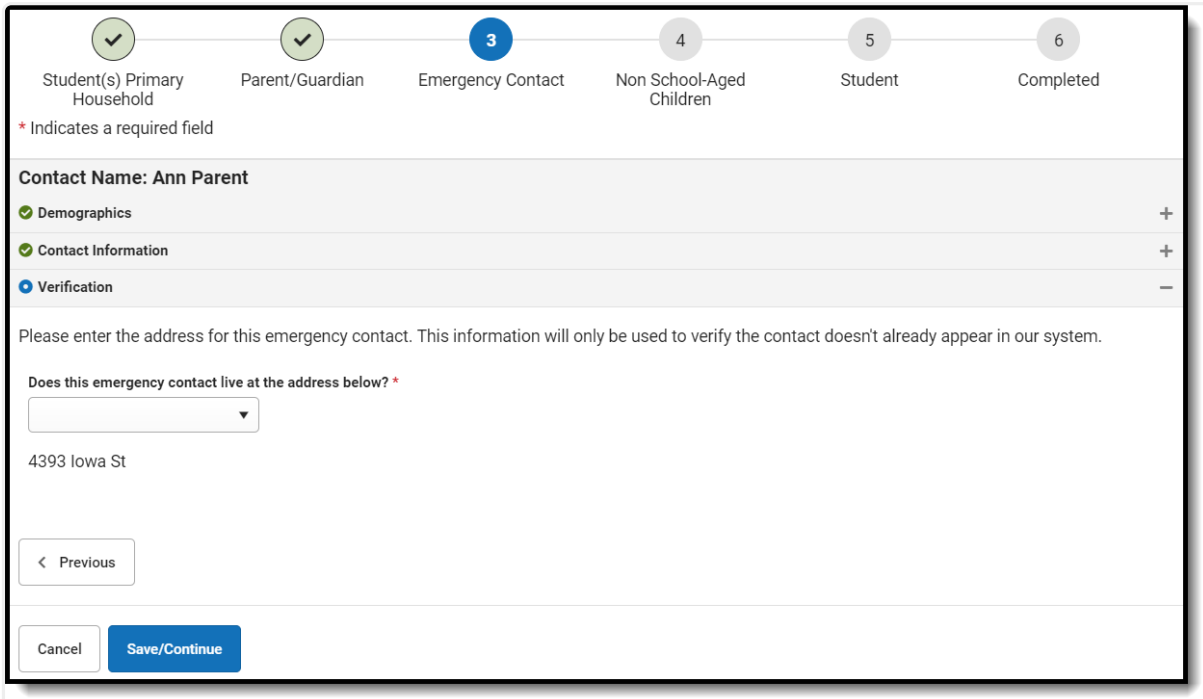
Verification

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.



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.