

# SISK12: Family/Student Registration

School Information Systems, Inc., Proprietary and Confidential

**Path:** Click **View/Maintain** → **Student** → **Family Registration and Search (District-Wide)**

## OVERVIEW

The Family Registration is the first step to register and enroll students. The Family and Student Registration process begins at the district-level. Then at the site level students are enrolled to the site they will attend. You will create one family record per physical address. Within this family record the student may have alternate parents (parents that the student does not live with).

Process

1. Family Registration
2. Student Registration
3. Student Enrollment

While a Family record needs to exist to register/enroll students, all the tabs do not have to be filled out. Register the family, register the student, enroll the student, and then as time allows complete the tabs.

### Emancipated Student

A student that has emancipated him/herself should be entered as a family record and the relationship field marked **Self**. Then use the [Add Primary Parent as Student](#) button creating a student record. When the Parent Relationship is Self, then student and primary parent point to the same data. If you change one, then the other will also be changed. You can only change the relationship to Self if there is just one student in the family.

## SEARCH FOR A FAMILY

SISK12 recommends that you always search for the family before registering a new family. It is possible that a student from the family has already registered at another site.

**Note:** SSN – Include social security number in your search criteria, if entering meal application information.

There are three options to search for families.

- Student/Sibling
- Parents
- Address

### Search by Student/Sibling

The screenshot shows the 'FAMILY REGISTRATION' window with a dark header bar containing 'Done', 'Edit', and 'Cancel' buttons. Below the header are four tabs: 'Search by Student/Sibling' (which is selected and highlighted), 'Search By Parents', 'Search By Address', and 'Results'. Under the 'Search by Student/Sibling' tab, there is a 'Find Existing Family' button. Below this are several input fields: 'Last Name:', 'First Name:', 'Middle Name:', 'SSN:', and 'Birth Date:'. The 'Birth Date' field has a calendar icon. Below the input fields, there are radio buttons for 'Match Birth Date By:'. The 'Exact Date' option is selected. The 'Within 2 years of date' option is also visible. At the bottom, there is a checked checkbox for 'Everyone less than 25 years of age (used only if Birth Date not entered above)'.

1. The **Family Registration** screen defaults to the **Search by Student/Sibling** tab.
2. Using this search tab, enter all or part of the student's information and click **Find Existing Family**. The results of your search display on the **Results** tab.

## Search By Parents

1. If you are registering a family for the first time, SISK12 recommends you use **Search by Parents** tab in case another site has already entered the family information. Remember, family information is entered at the district level.
2. **Searching by Parents** allows you enter the family name or social security number.

The screenshot shows the 'FAMILY REGISTRATION' window with the 'Search By Parents' tab selected and highlighted. The 'Find Existing Family' button is visible. Below it are input fields for 'Last Name:', 'First Name:', and 'SSN:'.

3. Type the search criteria in the appropriate field(s), using all or part of a name or SSN.
4. Click the **Find Existing Family** button. The results of your search display on the **Results** tab.

## Search By Address

1. Select the **Search By Address** tab to find a family by address.

The screenshot shows the 'FAMILY REGISTRATION' window with the 'Search By Address' tab selected and highlighted. The 'Find Existing Family' button is visible. Below it are several input fields for address information: 'Street #:', 'Direction:' (with a dropdown arrow), 'Street Name:', 'Type:' (with a dropdown arrow), 'Apt #:', 'Block/Subdiv:', and 'Zip Code:'. There is also a 'Use District Street Master' button next to the 'Street #' field.

2.  is a future item.
3. Enter data in one or more fields to narrow your search.
4. The **Direction** and **Type** fields use a drop-down list for your convenience.
5. Click the  button. The results of your search display on the **Results** tab.

## REGISTER A NEW FAMILY

If the search does not result in finding the family record, a new family record must be created. The **Results** tab will display all families meeting your search criteria. The grid displays the Parent Names with a subsection of student names that make up the family.

Done Edit Cancel								
Search by Student/Sibling Search By Parents Search By Address Results								
Register New Family								
Empl	Parent 1 Name	Parent 2 Name	Home Phone	911 Address	911 City	911 State	911 ZipCode	
	Zachary, Brandy	Zachary, Phil	5553143026	7418 RR 4	EDWARDS	MO	63111	
	Student Id	Student Name	Birth Date	Age	SSN	State Id		
	9997792310	Zachary, Georgina Edith	01/04/2003	04-02	399881093	9997792310		
	9995505570	Zachary, Lisa Marie	08/15/1999	07-07	373641806	9995505570		
	9992119915	Zachary, Priscilla Ann	08/22/1997	09-07	732869975	9992119915		



Use the family icon on the green line to access family data.



Use the student icon to access the Student Contact Summary view-only screen. It is a summary of family and student information. Click the student's photo to quickly access this same screen.

On the **Results** tab, click the  button. The **Family Registration** screen refreshes with blank fields for family data.

### Primary Parents tab

**Note: Clear Spouse Info** – Select the  to delete data from all fields for the second parent on the **Primary Parent** tab.

After you fill out the required fields, you can fill out the rest of the information at a later date. Ensure consistency when filling out these fields (i.e. always spell out “and” or always use ampersand).

1. You must at least fill out the required fields to be able to continue the registration and enrollment process. Required fields on **Primary Parents** tab:
  - a. The **Proper Mailing Name** is the format in which parent(s) will be addressed on mailings.
  - b. The **First Name**, **Last Name**, and **Relationship** are identifiers for the primary parent to the student.
  - c. The **Head of Household** defaults to the parent identified in the top portion of the screen. Use the check box to identify the parent who is identified as the head of household; this is used for free/reduced lunch certification.

2. The **SSN** is not a required field unless you are using the free/reduced lunch certification.
3. Enter the **Email Address** and the **Parent Portal Agreement Date** if your school district has purchased the Parent Portal.
4. Check the box beside Unlisted, if the phone number is to remain private.

### Address tab

### Notes

The Post Office does not suggest the use of punctuation for mailings.

**Parent Portal** After you enter the email address, the Parent Portal Agreement Date and you click apply, then the following fields will be available.

See the quick sheet **Parent Portal** for more detail.

**Zip Code** Reference Quick Sheet City/State/Zip Code Tables.

Entering Data on Address tab

1. You must at least fill out the required fields to be able to continue the registration and enrollment process. The required fields on the **Address** tab are **Street Name** and **Zip Code**

2. Select a **Zip Code** from the drop-down box. The screen refreshes with the **City** and **State** fields auto-populated.


- If you have permissions to edit the **Zip Code Table**, you may click the **Add Zip** button to make changes to the table.
- Click **Apply**. The screen refreshes with additional tabs for family record keeping.

- While on the **Address** tab, click the **Add** button to add multiple addresses, such as a P. O. Box or vacation address.
- Check the **Use for Mailings** box if this address should be used for mailings. If an override address is not checked-on, then the physical address will be used for mailings.

## Add Student Information

All students attending the district will be registered with the family record. Each site can register the student attending their site. It is the enrollment process that links a student to a site.

**Student ID** If the State ID is used as the Student ID, these two fields will auto-populate with a 10 digit number that begins with 999.


Once the student has been registered with a family, you may enroll the student in the site-year you are logged into, using the enroll student  icon. The student may then be given a schedule and you can start marking attendance, recording grades, etc. See the Enroll Student Quick Sheet for more details.

- To add a student and enter basic information, click the **Add** button.

- You must at least fill out the required fields to be able to continue the registration and enrollment process. The required fields are: **First Name**, **Last Name**, **Date of Birth**, **Gender**, and **Race**.

Done		Apply		Cancel	
First Name:	<input type="text" value="Suzanne"/>	*	Student ID:	<input type="text"/>	
Middle Name:	<input type="text"/>		PIN:	<input type="text"/>	
Last Name:	<input type="text" value="Ziegler"/>	*	SSN:	<input type="text" value="564-35-6890"/>	
Suffix:	<input type="text"/>		State ID:	<input type="text"/>	
Date Of Birth:	<input type="text" value="3/1/1986"/>	*	Entry Grade Level:	<input type="text" value="09-9th Grade"/>	▼
Gender:	<input type="text" value="Female"/>	▼	Graduation Plan:	<input type="text"/>	▼
Race:	<input type="text" value="White"/>	▼	Email Address:	<input type="text"/>	
Cell Phone:	<input type="text"/>		Marital Status:	<input type="text"/>	▼
Pager:	<input type="text"/>				
Grad GED:	<input type="text"/>	▼	Grad BOEd:	<input type="text"/>	▼

**Note:** The **student ID** and **PIN** fields will auto populate if you leave them blank when you click **Apply**.

3. Type a **First Name** and **Last Name**.
4. Type the **Date of Birth** or use the calendar  icon to select a date.
5. Select male or female from the **Gender** drop-down list.
6. Select the appropriate state code from the **Race** drop-down list.
7. Select a **Graduation Plan** from the drop-down list.
8. Select Y from the **Grad GED** drop-down list if the student receives a GED diploma. This is used for Core Data reporting.
9. Select Y from the **Grad BOEd** drop-down list if the student receives a high school diploma. This is used for Core Data reporting.
10. Click **Done** to save and exit.

#### Alternate Parents tab

1. Click the **Add** button on the **Alternate Parents** tab. The required fields are **Proper Mailing Name**, **First Name**, **Last Name**, and **Relationship**.

Family of MR AND MRS BARKER with 2 students (0 active)

Done Apply Cancel

ProperMailingName: MS APPLETON RequestsMailings:

Select	Student
<input checked="" type="checkbox"/>	Barker Jeanne Marie
<input type="checkbox"/>	Barker Michelle K

**Alternate Parent**

Prefix: Ms  
 First Name: Nancy  
 Middle Name:  
 Last Name: Appleton  
 Suffix:  
 Cell Phone: (555) 314-1149  
 Pager:  
 Email Address: nancy@appleton.com  
 SSN:  
 Marital Status:  
 Relationship: Mother  
 Parent Portal Agreement Date: 10/16/2006  
 Portal Notify Date: 1/10/2007  
 Re-Notify Parent:   
 Cancel Portal Access:

**Alternate Parent Spouse**

Prefix: Mr  
 First Name: Greg  
 Middle Name:  
 Last Name: Appleton  
 Suffix:  
 Cell Phone: (555) 314-9787  
 Pager:  
 Email Address: greg@appleton.com  
 SSN:  
 Marital Status:  
 Relationship: Stepfather  
 Parent Portal Agreement Date:

**Alternate Parent Address**

Line1: 652 HIGHWAY ZZ Line2: Line3:  
 Phone1: (555) 314-6226 Ext1:  
 Phone2: (555) - Ext2:  
 City: EDWARDS State: MO  
 Zip: 63111

2. Check the **Request Mailings** box, if this set of parents would like to receive the same information on the student as the primary parents.
3. Once students have been added to the family, their names will appear on the right hand side. Check the student's name if this set of alternate parents belongs to this student.
4. Click **Apply** to save and continue.

### Work Information tab

1. Click the tab **Work Information** to add information on primary and/or alternate parents.

	Prefix	LastName	FirstName	MiddleName	Suffix
		Ziegler	John		
		Ziegler	Anna		

2. Click the add icon adjacent to the parent name and enter data in the appropriate fields.

3. Click **Apply** to save and continue.

## Emergency Contact

1. Click the tab **Emergency Contact** to add information on who to contact in an emergency situation.
2. Click the **Add** button to add a contact. Required fields are **First Name**, **Last** and **Relationship**.

3. Click **Apply** to save and continue.

## Other Members


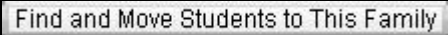

1. Click the **Other Members** tab to add additional non-student family members that have the same home address. If you are using the free/reduced lunch certification program in SISK12, this is where you will add additional family members.
2. Click the **Add** button. The screen refreshes with a blank line in the grid.

Prefix	First Name	Middle Name	Last Name	Suffix	Cell Phone	Pager	Email	SSN	Marital Status	Relationship
Miss	Kathryn	Lee	Ziegler							Sibling

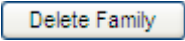
3. Click within the cell to type in information.
4. Click **Apply** to save and continue or **Done** to save and exit.

## ***FIND AND MOVE STUDENTS TO THIS FAMILY***

If the student has already been enrolled or registered but assigned to the wrong family, you can change the student/family record.

1. From the **Family Registration** screen, search for a family.
2. On the **Results** tab, click the family demographics  icon next to the family to which you are adding students. The **Family Registration** screen refreshes with family demographic tabs.
3. On the **Students** tab, click the  button. The **Search Students** screen displays.
4. Search for the student. When the results of the search display, click the select  icon next to the name of the student you are adding to the family. The **Family Registration** screen displays with the selected student listed on the **Students** tab.
5. Click **Done** to save and exit.

## ***DELETE FAMILY RECORD***

Select the  button from the **Primary Parents** tab to delete a family record. SISK12 will not let you delete a family record if there are students attached to the family. You cannot delete a family record where the parents are also faculty/staff members. Remember ... when you create a faculty/staff record, a family record is created.