

Parent Student Relationships

Parent-Student Relationships

The **Parents-Students Map** tab (right side of the Contacts page) lets you view, create, and modify which students are linked to each parent.

Viewing Relationships

1. Go to **Contacts** and search for a contact on the left.
2. Select the contact, then select the **Parents-Students Map** tab.

What you'll see depends on the contact type:

- **Student selected** (has a Student ID) → shows **Parent List**
- **Parent selected** (has a Parent ID) → shows **Student List**

To remove a relationship: Click the **red X** to the left of a name in either list.

Adding a New Student

1. Go to [Contacts](#) and search for the student by name.
 2. If not found, click **Add / Student...**
 3. Fill in **First Name**, **Last Name**, **Student ID**, and **Security Value**, then click **Add**.
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Connecting a Student to a Parent

If the parent already exists in Contacts:

1. Search for and select the student, then select the **Parents-Students Map** tab.
2. Click the green **Add** button under **Parent List**.
3. In the **Select Person** dialog, find and select the parent, then click **Add**.

If the parent doesn't exist yet:

1. Go to **Contacts** and click **Add → Parent**.
2. Fill in the parent's **First Name**, **Last Name**, and **Email**, then click **Add**.
3. Search for and select the newly created parent, then select the **Parents-Students Map** tab.

4. Click the green **Add** button under **Student List**.
 5. In the **Select Person** dialog, find and select the student, then click **Add**.
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Adding to an Existing Relationship

To add a parent to a student's record:

1. Select the student in **Contacts**, then go to the **Parents-Students Map** tab.
2. Click **Add** under **Parent List**, select the parent, and click **Add**.

To add a student to a parent's record:

1. Select the parent in **Contacts**, then go to the **Parents-Students Map** tab.
 2. Click **Add** under **Student List**, select the student, and click **Add**.
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