

Parent Student Relationships

How to View the Parent / Student Relationships

On the Contacts tab, there is a smaller tab in the rightmost position labeled Parents - Students map . It allows you to view, create, and change the set of students that each parent has.

1. Select the Contacts tab, and then select a contact by searching on the left-hand side.
2. After a contact has been selected on the left, select the Parent - Students map.

If you select a student (the contact has a StudentID), under the Parent List, you will only see the names of any parents associated with the student.

If you select a parent (the contact has a ParentID), under the Student List, you will only see the names of any students associated with the parent.

You can select either a parent or a student from one of the two lists and remove them from the parent or student list by clicking on the small red x to the left of their name.

Adding a Parent / Student to the Parent-Student Lists

To add a parent, click the green Add button under the Parents List section. The Select Person dialog box will appear with a list of contacts who are without the StudentID value. Select the parent and then click the Add button, and the contact will be added to the parent list.

To add a student, click the green Add button under the Student List section. The Select Person dialog box will appear with a list of contacts who have the StudentID value. Select the student and then click the Add button, and the contact will be added to the student list.

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