Student Contacts Annual Update - Parent Contact

Retrieve the form in student's PS profile. Did the parent submit the form?

YES

Review the form for accuracy
- ☐ Are there phone #s and addresses for both parents/guardians?
- ☐ Are there 3 emergency contacts?
- ☐ Are all permissions checked off?
- ☐ Do all emergency contacts have a phone # and relationship listed?
- ☐ Confirm there is a guardian email listed (Parents Screen & Swift K12)

NO
- ☐ Call the parent. Once the parent answers, verify the following:
  - o Are there phone #s for both parents/guardians?
  - o Are there 3 emergency contacts?
  - o Do all emergency contacts have a phone # and relationship listed?
  - o Are all permissions checked off?
  - o Confirm there is a guardian email listed (Parents Screen & Swift K12)
  - o Enter year & your first initial/last name in Contacts verified field (custom screens>contacts verified)

  Contacts Verified | 2020-21 A Marg

YES
- ☐ Approve the form (PW-5678)
- ☐ Enter year & your first initial/last name in Contacts verified field (custom screens>contacts verified)

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NO

Call parent.
-If parent doesn't answer, leave a message. Do not approve form.
- If a parent answers, while on the phone w/ parent:
- ☐ Approve form
- ☐ Complete contact information on the contacts screen while on the phone with parent
- ☐ Enter year & your first initial/last name in Contacts verified field (custom screens>contacts verified)

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NOTE: When reviewing a form completed by the parent, note that if changes were made, they will be color coded. Below is the key to the colors:

Blue = Changes were made to an existing contact.

Green = A new contact was added.

Red = Contact was deleted.

White = No changes were made.

- ☐ Link siblings and put information into siblings' PS Contacts Page, if necessary
  **Confirm that siblings contacts are the same as they may be different!
- ☐ Track progress on your spreadsheet.