

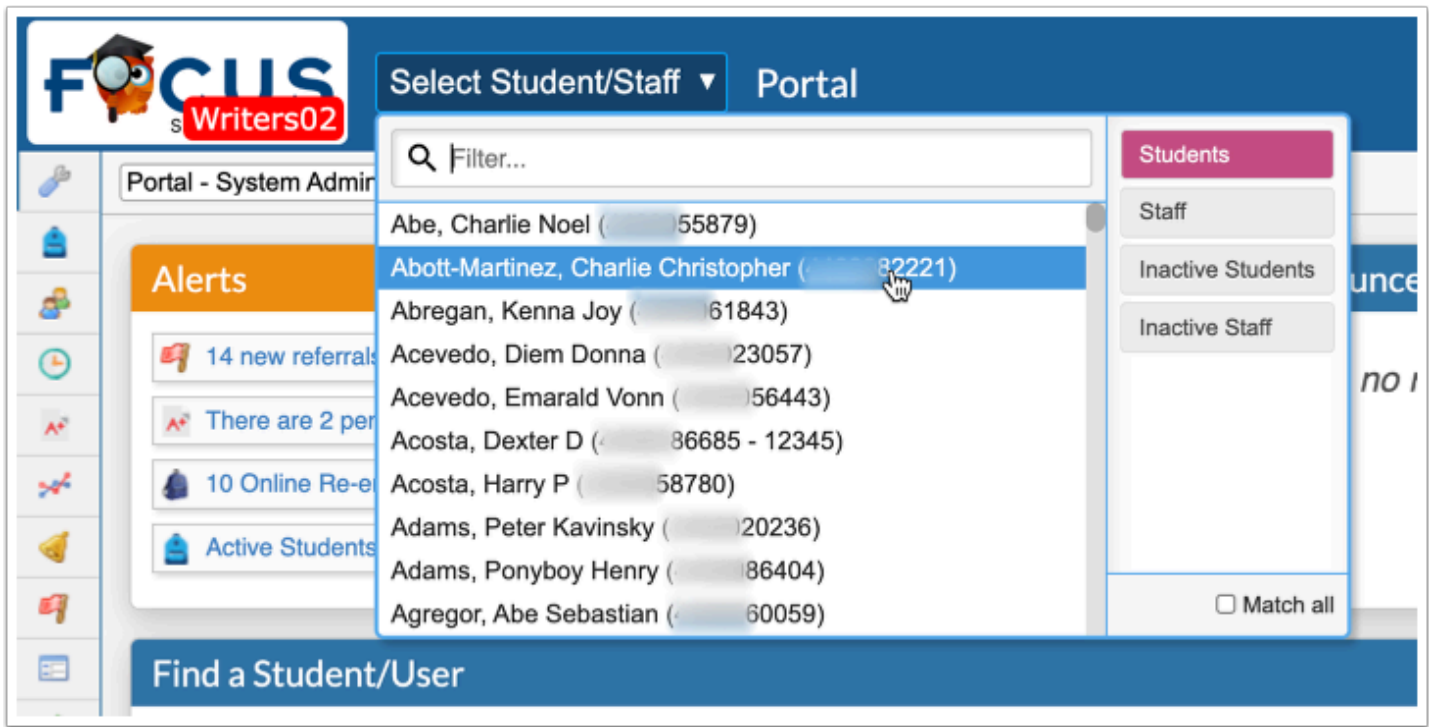
# Addresses and Contacts

This document explains the Addresses and Contacts screen on the Student Info screen. Within this screen, Office Managers/ Registrars have the ability to add and edit the students' address and contact information. This document also explains how Office Managers/Registrars can run the Invalid Addresses Report.

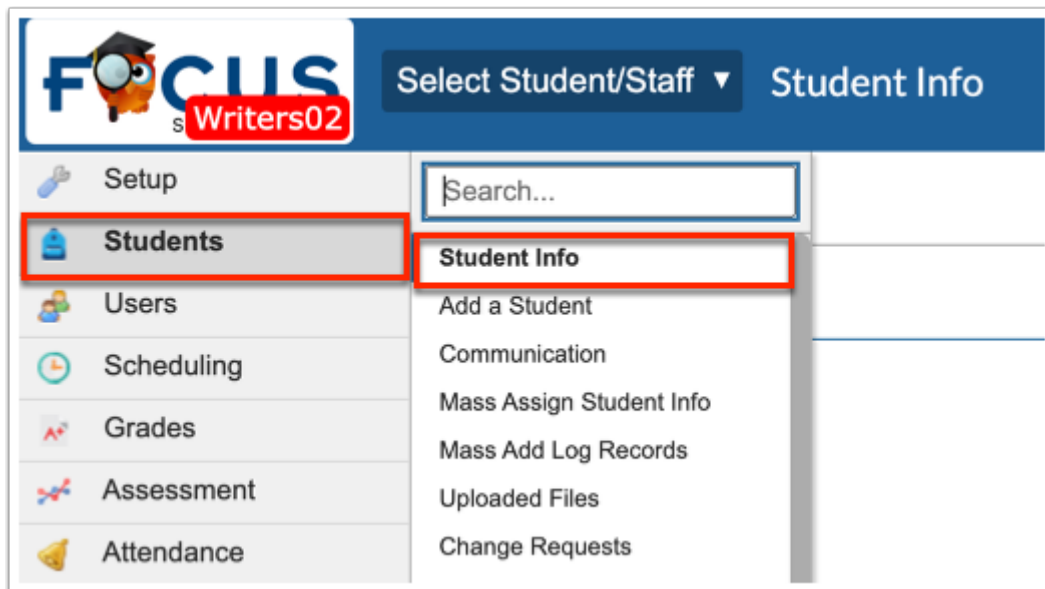
## Adding or Updating Student Information

It may be necessary for Office Managers/ Registrars to make changes to a student's Demographic information such as their emergency contacts, home or mailing addresses, phone numbers and email address.

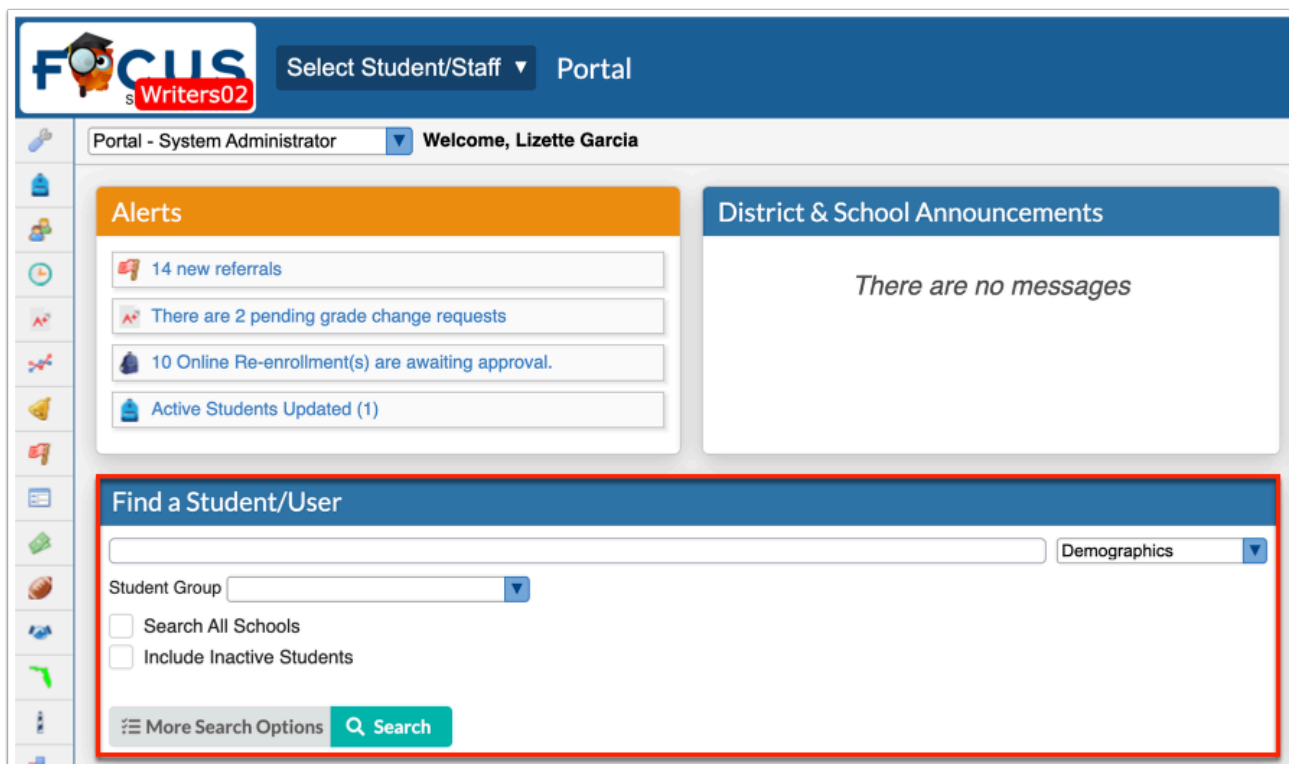
From the Portal **Select Student/Staff** pull-down, select or filter by Name/Student ID to find a student.



Or go to the **Students** menu and click **Student Info** to access the Student Search screen.



Or use the **Find a Student/User** search box on the Portal screen.



On the last two options, within the Search box, enter the student's name or ID number and click **Search**.

## Updating Primary Addresses

**1.** Click on the **Addresses & Contacts** category on the left side of the screen to update or enter new information.

**FOCUS Writers02** Student Info

Abe, Charlie Noel 879 - 10

Enrollment Schedule Requests Grades Absences Activities

Filter fields...

- PI Primary Info
- 5 504
- A Address
- Addresses & Contacts**
- AN Admin Notes
- AC Application Courses
- A Athletics
- BS Behavior Screening

### Addresses & Contacts

#### Address

1234 Love Lane  
Hudson, FL 34667  
(727) 555-8275

#### Contacts at this Address

#1 - Brown, Mel

Each Address or Contact appears on its own Contact Card.

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Files SSS

Filter fields...

- PI Primary Info
- 5 504
- A Address
- Addresses & Contacts**
- AN Admin Notes
- AC Application Courses
- A Athletics
- BS Behavior Screening
- C Classified

### Addresses & Contacts

#### Address

1234 Love Lane  
Hudson, FL 34667  
(727) 555-8275

#### Contacts at this Address

#1 - Brown, Mel

#### Contact #2

Smith, Eugene  
(No Address)

#### Contact Details:

1: Cell Phone	(727) 909-8899
Contact's Priority	2










#### Other


#### Linked Users


The following users will be able to view data for this student

Icons may appear on an address card indicating Address Type and may appear on a contact indicating the "Contact Type" they have in relation to the student; see Icon Legend below:

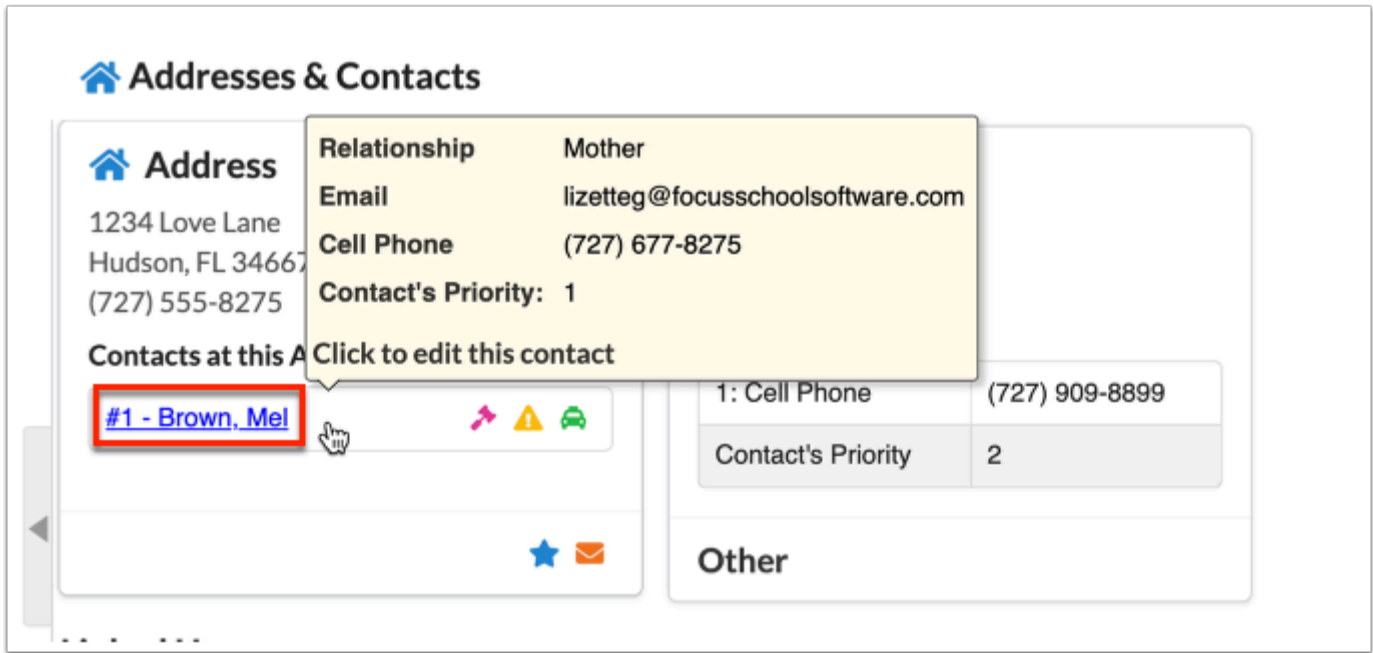
### Icon Legend

-  Blue star = Student's Primary Residential address
-  Yellow pin drop = Maps the Address on Google Maps
-  Orange envelope = Different Mailing Address
-  Green Vehicle = Bus Pickup Address
-  Red Vehicle = Bus Drop Off Address
-  Pink Gavel = Contact has Custody
-  Yellow triangle = Emergency Contact
-  Red document = Note added to Contact
-  Green Car = Contact can pick up student

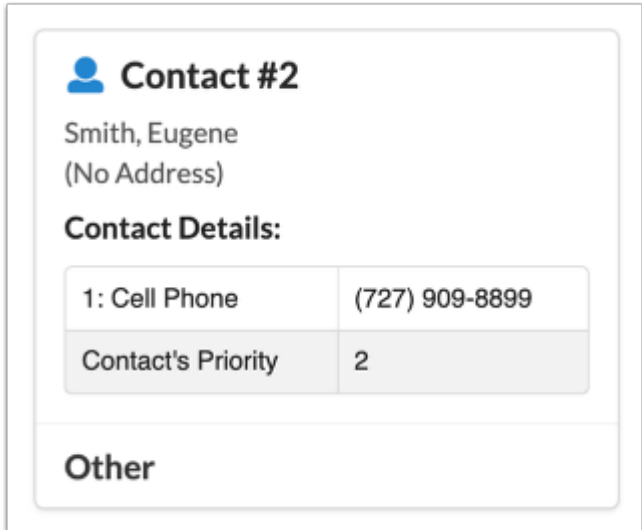
 The orange envelope will only display if there is a mailing address that is **DIFFERENT** from the physical address on the selected address card.

 The student can only have **ONE** primary address. Enabling the Primary Residence slider on a different address card changes the student's primary physical address.

Hover your computer mouse over **Contacts at this Address** to view additional information about that contact.



2. Click into the student's Address card to edit the address information.



A pop-up window displays to allow editing the address fields.

### Edit Address

#### Physical Address

*If the physical address is also the mailing address, ensure the Mailing Address toggle is on.*

#### Mailing Address

*If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip).  
Note: the mailing address toggle must be turned on in order to edit these fields.*

#### Phone Number

☐ Unlisted
☒ Callout
☐ Blocked

#### Options

☒ Primary Residence
☒ Mailing Address
☐ Bus Pickup
☐ Bus Dropoff

#### Zoned Schools

### 3. Use the sliders to indicate:

- **Primary Residence:** Should be indicated for the student's primary address.
- **Mailing Address:** Should ALWAYS be turned on.
  - Leave the Mailing Address blank, if it does not differ from the Primary Residence.
  - Enter the Mailing Address if it does differ from the Primary Residence.
- **Bus Pickup & Bus Dropoff:** Should only be selected for students who are picked up or dropped off at this physical address. These options may not be enabled on the district's site.

### Edit Address

#### Physical Address

*If the physical address is also the mailing address, ensure the Mailing Address toggle is on.*

#### Mailing Address

*If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip).  
Note: the mailing address toggle must be turned on in order to edit these fields.*

#### Options

☒ Primary Residence
☒ Mailing Address
☐ Bus Pickup
☐ Bus Dropoff

**i** Always have the Primary Address and the Mailing Address toggles enabled for the student's physical address when they are the same so that when Advanced Reports, Print Letters, and/or District reports are run, the correct address gets pulled.

**!** If Address Validation is NOT being used, skip the next section and click the **Save** button.

4. Click the green **Save** button.

The screenshot shows a web interface for managing addresses. At the top left is a blue button labeled 'Validate Address'. Below it is the section 'Zoned Schools'. Underneath is the section 'Contacts at this Address'. A contact card for 'Contact #1' is displayed, showing the name 'Brown, Mel' and email 'lizetteg@focusschoolsoftware.com'. Below the name is a 'Contact Details' section with a table:

Cell Phone	(727) 677-8275
Contact's Priority	1

Below the table, the role 'Mother' is listed with three small icons: a pink arrow, a yellow triangle, and a green car. At the bottom of the interface are three buttons: a red 'Delete' button on the left, a red 'Cancel' button in the middle, and a green 'Save' button on the right. The 'Save' button is highlighted with a red rectangular box.

## Validating Addresses

If the district is using the Address Catalog to validate students' addresses against their Zoned Schools, a blue **Validate Address** button will display in the Address Block below the phone number field and should be clicked before saving the updated address.

1. Click **Validate Address**.

Hudson

FL

34667

+4

☐ Bus Dropoff

**Mailing Address**  
 If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip).  
 Note: the mailing address toggle must be turned on in order to edit these fields.

Address Line 1

Address Line 2

City

State

Zip Code

+4

**Phone Number**  

(727) 555-8275

☐ Unlisted
 ☒ Callout
 ☐ Blocked

Validate Address

**Zoned Schools**  
**Contacts at this Address**

If the address is valid, then a list of the student's Zoned Schools displays.

**Zoned Schools**

Export:

Filters: OFF

Title ▲▼	Type ▲▼	Code ▲▼	Phone Number
Focus Elementary School - 0311	Elementary School	0311	555-555-1234
Focus K-8 School - 0111	Middle School	0111	555-555-1234
Focus West High School - 0101	Secondary Elementary School	0101	555-555-1234

a. If the address is not zoned for the school or found in the Address Catalog, select an **Override Reason**.

2017-2018

4th 4 Weeks

**New Address**

The address is not in the address catalog

Override Reason Z - Not Applicable

Override

b. Click the **Override** button.

2. Click the green **Save** button.



Validate Address

Zoned Schools

Contacts at this Address

Contact #1

Brown, Mel  
lizetteg@focusschoolsoftware.com

Contact Details:

Cell Phone	(727) 677-8275
Contact's Priority	1

Mother

Delete

Cancel

Save

## Editing Existing Contacts

Information for existing contacts can easily be updated.

1. Click on the name for the Contact that needs to be edited.

Contact #2

Smith, Eugene  
(No Address)

Contact Details:

1: Cell Phone	(727) 909-8899
Contact's Priority	2

Other

2. Edit the info fields applicable for the selected contact.

## Edit Contact

Title (Mr, Ms, etc.)

Eugene

Middle Name

Samson

Other

Other

eusamson102@yahoo.com

Notes

Options

Custody

Emergency

Pick Up

Volunteer

- 2 +

Contact's Priority

Phone & Contact Details:

Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Any NOTES entered on a contact's card will be visible to the student & parent(s) if they have view access.

! When adding a new or editing an existing contact, the relationship and contact type fields are required.

### 3. Edit the contact's Phone & Contact Details:

**a. Detail Priority:** Click the - or + signs to adjust the Contact's Priority. A contact's Priority Status determines whether the contact is considered the primary contact, secondary contact and so on. If a contact's Priority Status is not defined, Focus will calculate the priority based on the number of saved contacts.

Phone & Contact Details:

Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Export

Filter: OFF

Contact Type	Phone Number / Value	Detail Priority	Options
		- +	
Cell Phone	(727) 909-8899	- 2 +	<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE

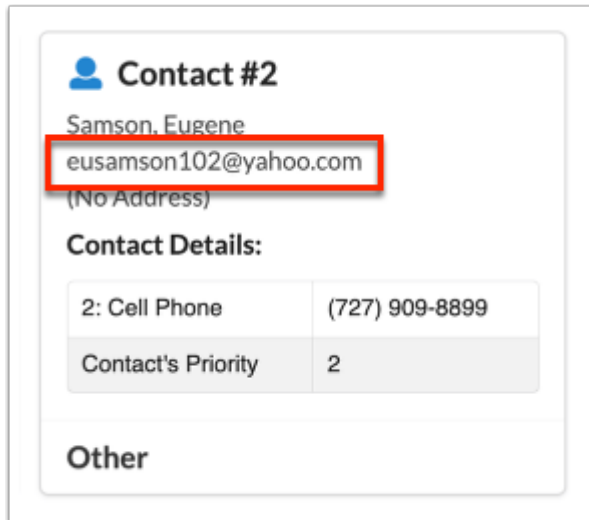
### Phone Number Legend

- **Unlisted:** If checked means the phone number is unlisted.
- **Callout:** If checked means the phone number can be called.
- **Blocked:** If checked means the contact has blocked the school/district's number.

- **Texting (SMS):** If checked text messages will be sent to this phone number.
- **Unsubscribe:** If checked, the contact has unsubscribed from receiving callout messages.

4. Click the green **Save** button in the bottom right of the screen.

The Address card displays all fields and any edits that have been made to the contact's status or details.




The screenshot shows a contact card titled "Contact #2" with a person icon. The name "Samson, Eugene" is displayed. Below the name, the email address "eusamson102@yahoo.com" is highlighted with a red rectangular box. Underneath the email, it says "(No Address)". A section titled "Contact Details:" contains a table with two rows: "2: Cell Phone" with the value "(727) 909-8899" and "Contact's Priority" with the value "2". At the bottom of the card, there is a section labeled "Other".


2: Cell Phone	(727) 909-8899
Contact's Priority	2

## Deleting Existing Contacts

Parents may request that an existing contact, either at the primary address or attached to a different/no address, be removed from the student's record.



1. Click on the name of the Contact that needs to be removed.


**Contact #4**  
 Acosta, Lila  
 (No Address)





**Contact Details:**

1: Cell Phone	(555) 555-8734
Contact's Priority	4

Aunt
 




2. In the pop-up window, click **Delete** in the bottom left corner of the screen.


**Phone & Contact Details:** Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Export   Filter: OFF

Contact Type	Phone Number / Value	Detail Priority	Options
<div> <div></div> <div></div> </div>	<div> <div></div> <div></div> </div>	<div> <div>-</div> <div>+</div> </div>	
<div> <div></div> <div>Cell Phone</div> </div>	(555) 555-4178	<div> <div>-</div> <div>1</div> <div>+</div> </div>	<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE

**Contact Address** Click to move this contact to a different address

234 Main Street  
 Ojqxwikxw, UZ 11111  



No Address
 

Delete



Cancel


or

Save



3. Click **Confirm** to complete the removal.


**Phone & Contact Details:** Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.


Export   Filter: OFF

Contact Type	Phone Number / Value	Detail Priority	Options
<input type="text"/>	<input type="text"/>	- +	
 Cell Phone	(555) 555-4178	- 1 +	<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE

**Contact Address** Click to move this contact to a different address

234 Main Street  
Ojxwikxw, UZ 11111  
 

No Address 

**Confirm** Are you sure you want to delete this contact?  **Cancel** or **Save**

# Adding New Addresses

Existing contacts may not have an address card and new contacts can be added without an address card. Those contacts can be linked to an address different from the student’s primary address after they have been added to the student’s record.

1. Click **New Address** in the upper right corner of the Address & Contacts screen.

Addresses & Contacts

Address

500 Main St  
St. Petersburg, FL 33701  
Mailing Address  
PO Box 245  
St. Petersburg, FL 33701  
Contacts at this Address  

#1 - Brown, Meg

Contact #2

Acevedo, Steven  
(No Address)  
Contact Details:

1: Cell Phone

(555) 555-1567

2: Home Phone

(555) 555-2656

3: Work Phone

(555) 555-2356

Contact's Priority

2

Father

Contact #3

Acevedo, John  
(No Address)  
Contact Details:

1: Home Phone

(555) 555-3333

Contact's Priority

3

Grandfather

2. Enter in the Physical Address and Mailing Address (if applicable); **DO NOT** use the Options toggle to indicate if the address is a Primary Address as this will **CHANGE** the student's physical address.

New Address

Physical Address

If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

123 Central Ave

Address Line 2

St. Petersburg

FL

33701

+4

Mailing Address

If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields.

Address Line 1

Address Line 2

City

State

Zip Code

+4

Options

Primary Residence

Mailing Address

Bus Pickup

Bus Dropoff

3. Enter in the Phone Number for this address (if applicable).



Addresses & Contacts

New Address

New Contact

Address

500 Main St  
St. Petersburg, FL 33701  
Mailing Address  
PO Box 245  
St. Petersburg, FL 33701  
Contacts at this Address  
#1 - Brown, Meg

Contact #2

Acevedo, Steven  
(No Address)  
Contact Details:

1: Cell Phone	(555) 555-1567
2: Home Phone	(555) 555-2656
3: Work Phone	(555) 555-2356
Contact's Priority	2

Father

Contact #3

Acevedo, John  
(No Address)  
Contact Details:

1: Home Phone	(555) 555-3333
Contact's Priority	3

Grandfather

A pop-up window displays where the new contact's information can be entered.

- Enter in the contact's Name, indicate their Relationship to the student and indicate if the contact has Custody, is an Emergency Contact or is able to Pick Up the student, enter in the contact's Email Address if applicable and add any Notes about this contact.

New Contact

Title (Mr, Ms, etc.)

First Name

Middle Name

Last Name

None

Email

Notes

Options

Custody


Emergency

Pick Up

Volunteer

3 Contact's Priority

- Add the contact's phone number if applicable.

 When adding or editing a student contact, the relationship and contact type is required.



4. Select the correct address for the contact. If the address is not listed, it will need to be created and then selected. If the contact does not have an address, select the **No Address** block.

**Phone & Contact Details:** Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Export

Filter: OFF

Contact Type	Phone Number / Value	Detail Priority	Options
		- +	
Cell Phone	(727) 909-8899	- 1 +	<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE

**Contact Address** Click to move this contact to a different address

1234 Love Lane  
St. Petersburg, FL 33701  
(727) 555-8275

123 Central Ave  
St. Petersburg, FL 33701

No Address

A confirmation alert displays at the TOP of the screen.

5. Click **Confirm**.

**Edit Contact**

Please confirm that you would like to change the address for this contact

Title (Mr, Ms, etc.)

Eugene

Middle Name

Samson

Other

Other

eusamson102@yahoo.com

Notes

Options

☐

Custody

☐

Emergency

☐

Pick Up☐

- 2 + Contact's Priority

Confirm

The confirmation will show a green check mark.

6. Click **Save**. The New Contact will now display on the Address & Contacts screen.

## Activity

Update the Student's Addresses & Contacts for these scenarios:

- Parent sends note/calls/comes to school with documentation that they have moved. Update the student's address --NOT IN PRODUCTION! --
- Parent sends note adding her mother as an Emergency Contact with permission to pick up the student, but does not include an address.

## Linked Users

The Linked Users logging field is used to link parent users to their student so that they can view their student's information in their Parent Portal.




1. Select the **User** to link to the students or use the Filter box and type in the parent's name; a list of parent users matching the criteria will display; select the student's parent.

2. From the **Contact** pull-down, select the Contact of the User (if they exist) otherwise leave this column blank (looks at the contacts on the student's primary address card).

- If using the System Preference Restrict Parents/Guardians to editing their own Contact and Address info then both the User Column and Contact Column must be populated.
  - The User must be listed as a contact of the student to populate this column.

3. Click **Log In As** to log in as the User (this is based on Profile Permissions).

4. Click **View User Info** to open the User's Info screen in a new tab.

Linked Users The following users will be able to view data for this student					
Export  					
		User ▴ ▾	Contact ▴ ▾		
	<input checked="" type="checkbox"/> Enabled	<input type="text"/>	<input type="text"/>		
	<input checked="" type="checkbox"/> Enabled	Espinoza, Louis J...	Espinoza, Louis (649109)	Log In As	View User Info

5. Uncheck the **Enabled** check box to disable a user's access to the Student's Information on the Parent Portal.




6. Select the red minus sign to remove the **Linked User**.

7. Export this list of Linked Users to an Excel Spread Sheet or Print this list as a PDF.

## Linked Students

The Linked Students logging field is used to define relationships between students, including siblings and parent/child relationships.

1. Select the applicable **Student** from the pull-down.

Linked Students Define relationships between students		
Export:  		
	Student ▴ ▾	Relationship ▴ ▾
	<input type="text"/>	<input type="text"/>
	Smith, (00167)	Sibling

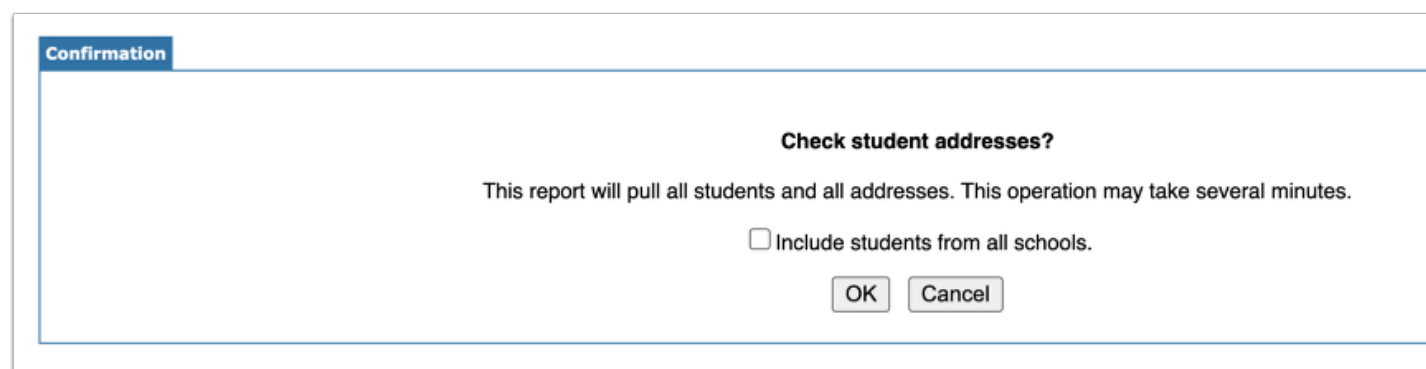
2. From the **Relationship** pull-down, indicate if this **Linked Student** is a Sibling, Step-Sibling, Parent, Cousin or Child of the Student.
3. Select the red minus sign to remove the **Linked Student**.
4. Export this list of Linked Students to an Excel Spread Sheet or Print this list as a PDF.

## Invalid Address Report

The Invalid Address report is used to verify that students' addresses are within the district, and/or the school zone where the student is enrolled.

**i** The district's Address Catalog must be setup and parsed, and the System Preference, Use the Address Catalog for address validation, must be enabled in order to run this report.

1. Go to the **Students** menu and click **Invalid Address Report**.
  - a. A message displays confirming the run of this report with an option to **Include students from all schools**; leave this unchecked to run just for the displayed school.



The image shows a confirmation dialog box titled "Confirmation". Inside the dialog, the text "Check student addresses?" is centered. Below this, a message states: "This report will pull all students and all addresses. This operation may take several minutes." Underneath the message is a checkbox labeled "Include students from all schools." which is currently unchecked. At the bottom of the dialog are two buttons: "OK" and "Cancel".

2. Click **OK** to run the report.

By default, the Invalid Addresses tab will be selected.

Any students that appear on this list indicate that their Address is not part of the Address Catalog.

Use the filter fields to filter to a specific student.

Invalid Addresses      Zoning Issues							
< Prev		Page: 1 / 34	Next >	Export	Filter: OFF		
Full Name	Student ID	School	Street Address	City	Zip Code	Grade	Educational Choice
<a href="#">Williams, Martin Allison</a>	59275	Focus High School - 0041	89 Love Lane	Holiday	11111	10	Z - Not Applicable
<a href="#">Williams, Marty</a>	0160	Focus High School - 0041	89 Love Lane	Gabby	11111	10	Z - Not Applicable
<a href="#">Baldwin, Emmaline Bennett</a>	7559	Adult Education - 9103	7890 Sugar Ray Lane	Sugar	34909	31	Z - Not Applicable
<a href="#">Morgan, Elizabeth</a>	8077	Focus High School - 0041	656 North Bay Lane	Gabby	23456	10	Z - Not Applicable
<a href="#">Diaz, Buford Grace</a>	3645	Focus High School - 0041	6272772 Huggy Lane	Zxi Zjwxx	11111	10	Z - Not Applicable
<a href="#">Title, Christi Rose</a>	0940	Focus High School - 0041	4698 22ND AVE S	Saint Petersburg	33711	11	Z - Not Applicable
<a href="#">Title, James</a>	23927	Focus Elementary School - 0311	4698 22nd Ave S	St. Petersburg	33711	04	Z - Not Applicable
<a href="#">Acosta, Harry P</a>	8780	Focus High School - 0041	234 Main Street	Ojxwxkxw	11111	10	Z - Not Applicable
<a href="#">Abregan, Kenna Joy</a>	1843	Focus High School - 0041	1318 Mocking Bird Ln	Ojxwxkxw	11111	10	Z - Not Applicable
<a href="#">Acosta, Dexter D</a>	36685	Focus High School - 0041	1313 Mocking Bird Ln	Ojxwxkxw	11111	10	Z - Not Applicable

3. Click on a student's **Full Name** to go to the **Student Info** screen for the selected student.
  - a. View and/or update the student's address on the **Address & Contacts** screen.
4. Continue this process for all students if applicable.
5. Select the **Zoning Issues** tab to display any students whose address is included in the district's Address Catalog, but does not match the **Zoned Schools** in the Address Catalog as per the students' enrollment records.

Invalid Addresses <b>Zoning Issues</b>								
Export		Filter: OFF						
Full Name	Student ID	Street Address	City	Zip Code	Grade	Educational Choice	Current School	Zoned Elementary
<a href="#">Weiss, Kayla</a>	0088087	100 Main Street	St. Petersburg	33701	09	Z - Not Applicable	Focus West High School - 0101	Focus Elementary
<a href="#">Allen, Brian</a>	0076200	10 OWL ST	ST. PETERSBURG	33701	03	Z - Not Applicable	Focus Elementary School - 0311	Grape Elementary

6. Click on a student's **Full Name** to go to the **Student Info** screen for the selected student.
  - a. Update the students address on the **Address & Contacts** screen. Continue this process for all students as applicable.