




## New Contacts

To add another contact to the list, click on the “Add New” icon located at the bottom of list and enter information. Fill out /select important information as it relates to the family.

## Student Specific Parent/Guardian Data

The first form under **each student’s list** is called the Student Specific Parent/Contact Data (system) Form. The data inputted into this form tells the schools what role the contacts have with this particular student.

We need your assistance in updating information as it pertains to each contact.

Click on the pencil icon  of each contact to review the following fields. Enter the information as it applies to each. The fields that are of most importance and need to be reviewed are as follows:

### Contact Type

Chose one of the stated Relationships as it applies to student and contact (select emergency if applicable)

### Guardian

Does the contact have guardianship of child?

### Pick Up

Does this person have your permissions to pick up student? **Yes or No**

### Lives with

**Yes or No**

### Emergency Contact

Select **Yes**. All of these contacts will be considered as emergency contacts

### Emergency Calling Sequence

Order in which you want UISD schools to call (select a number)

### Emergency Phone Number

Provide an active phone

Online Registration

Student-specific Parent/Contact Data (System)

Submit

This screen displays parent contact demographic details. Correct inaccuracies and click Submit to save changes.

**Student Details**

Student Name: [ ] Birth Date: [ ] Gender: [ ]  
 Student Number: [ ] Ethnicity: [ ] Age: [ ]

**Parent/Contact Demographics**

Edit	Name	Contact Type	Emergency Phone	Emergency Contact	Emergency Calling Sequence	Delete
[ ]	[ ]	Mother	[ ]	[ ]	1	[ ]
[ ]	Smith, John	Emergency	(956) 555-5555	[x]	1	[x]

**Field**

Field	Current Information	Change To	Status
Primary Contact			
Contact Type		Emergency	
Guardian		(Select)	
Pick Up		Yes	
Custody		(Select)	
Lives with		Yes	
Restricted			
Emergency Contact		Yes	
Emergency Calling Sequence		1	
Emergency Phone Number		( 956 ) 555 - 5555	
Emergency Pager			

Checking of the "I have completed this form" checkbox is considered to be your electronic signature of this form.

I have completed this form Monica Zendejas

Submit and Move to Next Form

Do this for every contact listed. The changes will occur once the forms are submitted and approved by campus officials.

**Note...** You must list all contacts that can and will interact with school officials for the following:

- A. Be allowed to pick up the student at school (early release) – authorized by you, (their ID will be required to be on file at campus)
- B. Ask to provide medical consent in emergency situations if the campus officials cannot communicate with primary contact

### Sequence of calls

United ISD schools will use this order of communication when attempting to call parents/guardians:

1. Primary Contact (parents/guardians will always be called first)
2. All contacts living in same address (those that were selected YES in the "lives with" field)-
3. All other emergency contacts

When will UISD officials communicate with parents via telephone?

**On any Urgent or Emergency/medical situation-** we will contact parent first, or other contacts if we cannot communicate with parent/guards, if there is an urgent or medical emergency reason from the campus.

**For all general information Non medical Emergency** - district such as water line breaks or no power, etc... through our automated SchoolMessenger service, we will contact the Primary Contact or leave message via SchoolMessenger service or a direct call to parent

By updating the contact information, United I.S.D. campus personnel will be able to communicate effectively at all times.