

# Managing Student Families

There is a very useful feature in PowerSchool that allows you to link students by putting them in the same 'family'. This allows you to update contact information for one student and copy the changes to the others quickly and easily.

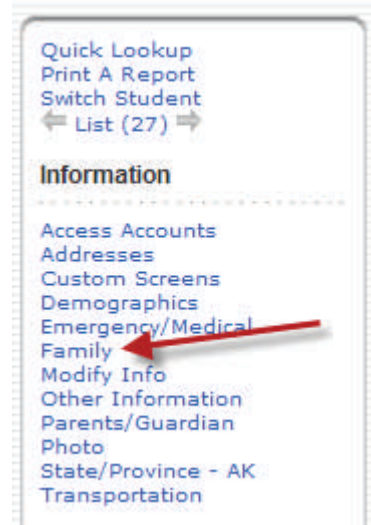
Students in a family share home phone numbers, mother/father names and phone numbers, mailing and physical addresses, and emergency contacts.

First we'll go through the steps to relate one student to several others.

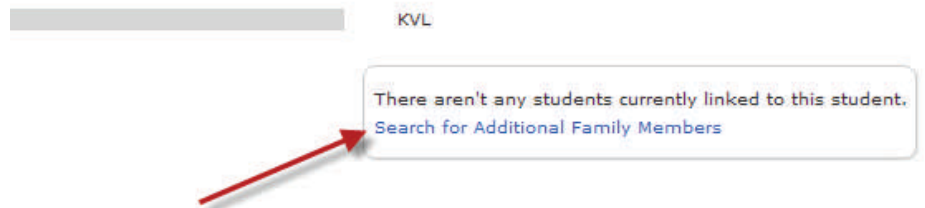
Log into PowerSchool and search for one of the students in the family. Click on the name of that student, then click the 'Family' page on the left side of the screen.

Then click the link that says 'Search for Additional Family Members'.

If the other students have the same last name you can just click Submit, if they have a different last name type it in for Sibling's Name.



## Students with Shared Family Information

A screenshot of the 'Add Family Member' form. The form has several input fields: 'Family ID', 'Mother's Name', 'Father's Name', 'Phone', 'Guardian's Name (Last, First)', 'Address (Street, City)', and 'Sibling's Name (Last, First)'. There is a checkbox labeled 'Include Student's Last Name (Adams) In Search.' which is checked. A red arrow points to the 'Sibling's Name' field with the text 'type different last name here'. Another red arrow points to the checkbox with the text 'leave this box checked'. A 'Submit' button is at the bottom right.

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You will now see a list of students in ONLY your school who match the search criteria. Look over the list (you may have to scroll to the right or down to see all the information).

Check the box next to the student name if they are related to the student you started with.

Copy	Related	Student Name	School	Grade	Family ID	Physical Address	Mother's Name	Father's Name
<input type="radio"/>	<input type="checkbox"/>		McQueen School (Kivalina)					
<input type="radio"/>	<input type="checkbox"/>		McQueen School (Kivalina)					
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>		McQueen School (Kivalina)					
<input type="radio"/>	<input type="checkbox"/>		McQueen School (Kivalina)					
<input type="radio"/>	<input type="checkbox"/>		McQueen School (Kivalina)					
<input type="radio"/>	<input type="checkbox"/>		McQueen School (Kivalina)					
<input type="radio"/>	<input checked="" type="checkbox"/>		McQueen School (Kivalina)					
<input type="radio"/>	<input type="checkbox"/>		McQueen School (Kivalina)					
<input type="radio"/>	<input type="checkbox"/>		McQueen School (Kivalina)					
<input type="radio"/>	<input type="checkbox"/>		McQueen School (Kivalina)					
<input type="radio"/>	<input type="checkbox"/>		McQueen School (Kivalina)					

Then you can choose to copy the contact info from one of these students, click the button to select which student you wish to copy info from. Click Submit.

Once you make a change to a student's contact info and Submit it, you'll be taken to a new page, it will ask if you want to update other students in the family. If you do leave the 'Update' boxes checked and click submit.

Matched By:	
Update	<input checked="" type="checkbox"/>
Name	
StudentNumber	
School	
Enroll Status	
Family ID	
Student Phone	
Physical Address	
Mother's Name	
Father's Name	
Guardian's Name	
Father_home_phone	
Home_Phone	

# Managing Student Families

You may at some point in time remove a student from a family. This will allow you to change their contact information without asking you to copy it to other students, you could also then put the student into a different family.

To remove a student from a family search for them and open their record. Click on the 'Family' link on the left side of the screen.

## Information

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Check the box above the name of the student(s) you wish to remove from the family, then click Submit. You can also search for more family members from this page or force PS to copy contact to the student from a family member.

The screenshot displays a web interface for managing student families. On the left, there is a list of fields for student information: Student Name, Student Number, School, Enroll Status, Family ID, Sibling Last Name, Sibling First Name, Student Phone, Physical Address, Mailing Address, Mother's Name, Father's Name, Guardian's Name, Mother's Phone, Fathers' Phone, Guardian's Phone, and Student's Last Name. Above the list, there are two radio buttons and two checkboxes. The checkboxes are checked, and red arrows point to them. Below the list, there is a link that says "Search for Additional Family Members". At the bottom right, there is a blue "Submit" button with a red arrow pointing to it.