

Managing Student Families

8/26/22

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.

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 in the "Sibling" field.

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Fathers' Phone
Guardian's Phone
Student's Last Name

[Search for Additional Family Members](#)

Family ID

Mother's Name

Father's Name

Phone * **Type different last name here**

Guardian's Name (Last, First) ,

Address (Street, City) ,

Sibling's Name (Last, First) ,

Include Student's Last Name (Barr) In Search.

Leave this box checked

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
<input type="radio"/>	<input type="checkbox"/>	Barr, Adalyn Helen	June Nelson Elementary
<input type="radio"/>	<input type="checkbox"/>	Barr, Adrian Edward Lee	Kobuk School
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Barr, Aidan Thomas	Deering School
<input type="radio"/>	<input type="checkbox"/>	BARR, ALFRED	Alaska Technical Center
<input type="radio"/>	<input type="checkbox"/>	Barr, Alfred Carl	Graduated Students
<input type="radio"/>	<input checked="" type="checkbox"/>	Barr, Alfred Connell	Deering School
<input type="radio"/>	<input type="checkbox"/>	Barr, Amber Kasey	June Nelson Elementary
<input type="radio"/>	<input type="checkbox"/>	Barr, Amber S	Graduated Students
<input type="radio"/>	<input type="checkbox"/>	Barr, Angel Charlene	Graduated Students

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, start again by clicking "Family."

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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.

Copy From:	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Remove from Family	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student Name	[Redacted]		
Student Number	[Redacted]		