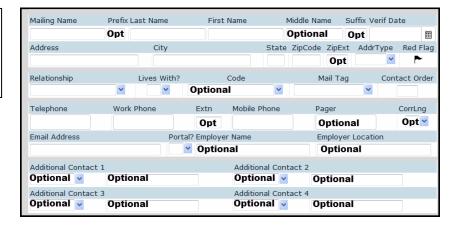# Emergency Contact – Aeries Web

Adding Emergency Contact
From the Navigation Tree
Select: **Student Data>Contact**
Click on **Add New Record**

Field Name	Mandatory	Optional	Description
Mailing Name	X		Full name of contact.
First Name	X		First name of contact.
Last Name	X		Last name of contact.
Prefix		X	**Optional** field (Mr., Mrs., Ms., Miss, Dr., etc.).
Middle Name		X	**Optional** field middle name of contact.
Suffix		X	**Optional** field (Jr., Sr., III, etc.).
Address	X		Street address of contact.
City	X		City of contact.
State	X		State of contact.
Zip Code	X		Zip code of contact.
Zip Ext		X	Zip code extension of contact.
Address Type	X		Address type. (e.g. home address, mailing address, work address, etc.)
Relationship	X		Contact relationship to student.
Lives with?	X		Yes or No field indicating if the student resides with this contact or not.

Field Name	Mandatory	Optional	Description
Code		X	This field is **used only** to **restrict** access of contact.
Mail Tag	X		This field is to designate if **all mail** or just report card information is mailed to contact. **Use only for parent/guardian who has a different address then student.**
Contact Order	X		Used to display the contact order. (e.g., Mother, Father, Aunt, etc.)
Telephone #	X		**Primary** phone number of contact person.
Work #	X		Work phone number of contact person.
Extn		X	Work number extension of contact person.
Mobile #	X		Mobile phone number of contact person
Pager		X	Pager number of contact person.
CorrLng		X	This field is used to provide the spoken language of contact **only** if other than English.
Email Address	X		Email address of contact person **only** if contact person is a parent or guardian.
Employer Name		X	Employer name of contact **only** if contact is a parent or guardian.
Employer Location		X	Employer location (city) **only** if contact is a parent or guardian.
Additional Contact		X	This field is used to provide any other contact information not listed in above contact fields.
Verif Date	X		This field is used to verify the date you received the emergency contact information from parent or guardian.