

Emergency Contact – Aeries Web

Adding Emergency Contact

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

Mailing Name	Prefix	Last Name	First Name	Middle Name	Suffix	Verif Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Opt		Optional		Opt		
Address	City	State	ZipCode	ZipExt	AddrType	Red Flag
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Opt		Optional			Opt	
Relationship	Lives With?	Code	Mail Tag	Contact Order		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Optional		Optional			Optional	
Telephone	Work Phone	Extn	Mobile Phone	Pager	CorrLng	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Opt		Optional		Opt		
Email Address	Portal?	Employer Name	Employer Location			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Optional		Optional				
Additional Contact 1			Additional Contact 2			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Optional		Optional		Optional		
Additional Contact 3			Additional Contact 4			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Optional		Optional		Optional		

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 than 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.