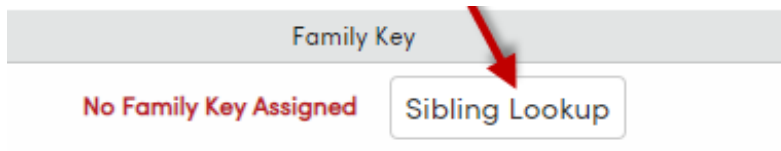


## Family Key - Linking Student's as Siblings

Family Key is part of Student Enrollment process, once you have enrolled the student and have entered all contact information follow the steps below.

1. From the Student Data 1 page, select **Sibling Lookup**.



2. You will get a list of possible sibling matches, Aeries will match students based on **Telephone Number, Parent/Guardian, Address, and Contacts**. It's better to run Sibling Lookup after entering **Contact** records for more accurate results.

Sibling Lookup										
Match	Family Key	School	Student Name	Grade	Perm ID#	Birthdate	Telephone	Parent/Guardian	Address	Contact Match?
25	15753			4					3728 Taft St	Y
25	15753			7					3728 Taft St	Y
25	569029			2					2750 Iris St	Y
25	52720			5					1217 W Spring St	Y
25	27339			1					3658 Taft St	Y
25	569062			5					4182 Bel Air St	Y
25	455544			4					1175 W Spring St	Y

Contact Name	Relation	Match Field	Match Value

3. if you find a match click on the sibling's name and click **Match to Selected Family Key**. This will link the students together as siblings and assign the same Family Key number.
4. If you don't find a match click on **Create New Family Key** and student will be assigned a new Family Key number.