

Family Key & Sibling Lookup

As of this afternoon, the family key number has been updated and assigned for all students. We messaged out the below information back in January & February, but wanted to remind everyone to be sure and assign a family key number to new students.

- Nutrition Services relies on the family key number to be accurate for students.

Update and Details:	
VERSION Update 1.19	

<ul style="list-style-type: none">• Student Demographics	Modified the Sibling Lookup area to no longer auto-expand for students without an assigned Family Key.
--	--

Here are the instructions on creating or matching a Family Key.

As new students are added using "Add" or "Import from AIR" they will no longer be automatically assigned a Family Key. When importing a student, the Sibling Lookup area no longer auto expands for students without an assigned Family Key. Once the student has been imported or added, please check to see if there is a Family Key. If there is not a Family Key, please click the Sibling Lookup button.

This will display potential siblings of the current student. Matching fields are highlighted in blue, and when matches are based on a

2017-2018 Change School Year Screaming Eagle High School admin

Demographics

Test Stu Flags 0 Programs 0

Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
2789	Stu	Test			M	10	14	3/7/2003
Perm ID#	Last Alias	First Alias	Middle Alias	Birth Verif			Status	
75500006							Active	

Student Data 1 Student Data 2

Residence and Mailing Address Addr. Verif

[Change Address](#)

Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	Name Addr Ver
	Screaming Eagle High School (994)				

Parent/Guardian		Telephone		Student Contact Info	
Name:	Test Parent	Primary:		Student's Email:	
Ed Lvl:	Some College (12)	Primary Contact 1:		Student's Mobile:	
		Primary Contact 2:		Notification Pref:	

Prog	Att Prg 1	Att Prg 2	Dist Enter Dt	Schl Enter Dt	Schl Leave Dt
				2/15/2018	

Counselor	Locker	Records Release	SM	DM	Family Key
0 - Unassigned			9	9	No Family Key Assigned Sibling Lookup

Ethnicity	Race	CorrLng	RptgLng	LangFlu	Birth City	State	Country
Y	Korean		Spanish		95+	AL	US

Sibling Lookup

Match	Family Key	School	Student Name	Grade	Perm ID#	Birthdate	Telephone	Parent/Guardian	Address	Contact Match?
100	354	995	Danielle Lee Tellez	12	99500281	9/1/1999	(777) 555-3293	M/M T Tellez	449 Sunset Apt. B	N
100	354	991	Jose John Valle	1	99100880	9/18/2010	(777) 555-5940	M/M V Valle	33307 43rd St E	N
100	354	990	Joyce Toni Lozano	0	99000379	6/2/2012	(777) 555-5815	M/M L Lozano	33913 Regency Pl	N
100	354	994	Robert Betts	10	99400250	8/11/2002	(777) 555-2004	M/M B Betts	1127 Rosemont	Y
100	354	993	Stephanie S Shumar	8	99300554	7/29/2004	(999) 731-7625	M/M S Shumar	175 N Mountain View Dr	N
100	354	991	Timothy Ann Omeira	3	99100634	7/13/2008	(777) 555-5940	M/M O Omeira	33307 43rd St E	N
100	354	992	Tyler Robert Alfaro	0	99200013	11/1/2011	(777) 555-7354	M/M A Alfaro	2230 Rollings Wayt	N

Contact Name	Relation	Match Field	Match Value
Judy Betts	Mother	Phone (TL)	(777) 555-2004
Judy Betts	Mother	Name (NM)	Judy Betts

Match to Selected Family Key

Create New Family Key

Close Lookup

Contact record, that detail will display under the student when selected. If there is a matching sibling, click on the sibling in the list then click the Match to Selected Family Key button. If there is not a matching sibling, click the Create New Family Key button.