

# ADDITIONAL STUDENT AND PARENT FIELDS

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In order to create new profile fields, provide data in the format below.

## SAMPLE ADDITIONAL STUDENT FIELDS

### Demographics

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Label	Field type	Values	Notes
Lives With	Check box multiple selection	Mother Father Stepmother Stepfather Guardian Other	Allow selecting one or more values <i>Mandatory Field</i>
Lives With - Others	Textfield		Specify with whom the student lives with
Ethnicity	Radio Button	Hispanic Non-Hispanic	Allow selecting one value only
Race	Dropdown	American Indian/Native Alaskan Asian Black /African American Native Hawaiian/Pacific Islander White Two or more races	Allow selecting one value only
Religion	Radio Button	<Provide a list of options>	Allow selecting one value only
Parish	Textfield		
Baptismal Date	Date		
Baptismal Church Name	Textfield		

### Emergency Contacts

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#### Sample verbiage:

In case of an emergency, parents will be contacted. In the event a parent or guardian cannot be reached, list (in the order you wish them to be contacted) the names, addresses, and telephone numbers of three people whom you authorize to assume custody of your child:

<Specify how many emergency contacts needs to be collected.>

Label	Field type	Values	Notes
Name of Contact #1	Name	First Name Last Name	<i>Mandatory Field for emergency contact 1</i>
Relationship	Textfield		Write the type of relationship with student

			<i>Mandatory Field</i>
Address	Address	Address1 City State <dropdown> Zip Country <dropdown>	<i>Mandatory Field</i>
Phone	Textfield		Enter one or more contact numbers <i>Mandatory Field</i>
Names of any person to whom your child should not be released	Textfield		Specify any names whom you don't want to give the custody of your child
Do you authorize?	Signature (Dropdown+Name+Date)	I Agree I Disagree Name Date	Select one option and enter the Signatory Name and Date of signature <i>Mandatory Field</i>

### Medical Information

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#### Sample verbiage:

In case of minor illness or injury, first aid will be administered. If serious illness or injury occurs, we will attempt to notify a parent/guardian. If school is unable to reach you, they will contact the above authorized people in the order listed. They must have the following authorization signed to assure that immediate medical care can be given specifically to your child.

Label	Field type	Values	Notes
Physician's Name	Textfield		<i>Mandatory Field</i>
Physician's Address	Textfield		
Physician's Phone	Textfield		<i>Mandatory Field</i>
Dentist's Name	Textfield		<i>Mandatory Field</i>
Dentist's Address	Textfield		
Dentist's Phone	Textfield		<i>Mandatory Field</i>
Hospital of choice	Drop down	List hospitals	<i>Mandatory Field</i>
Hospital Phone	Textfield		<i>Mandatory Field</i>
Special health problems	Textfield		
Regular medication taken	Textfield		
Known allergies to medications	Textfield		
Medical Insurance Provider	Textfield		
Medical Insurance Group#	Textfield		
Medical Insurance Policy / Subscriber ID#	Textfield		
Medical Authorization	Heading		Paragraph about the terms parents authorize related treatment <i>Parent cannot edit this field</i>
Parent Signature	Signature (Dropdown+Name+Date)	I Agree I Disagree Name Date	Select one option and enter the Signatory Name and Date of signature <i>Mandatory Field</i>

## Sample Additional Fields in Student Profile

**Edit Fields**

**Lives With**

Both parents  
 Mother  
 Father  
 Other

**Lives With - Others**

**Is this student returning to school next year?**

**Medical Information [Edit Fields](#)**

**Physician's Name**    
FirstName LastName

**Physician's Phone**

**Dentist's Name**    
FirstName LastName

**Dentist's Phone**

**Hospital of choice**

**Hospital Phone**

(chronic illnesses, allergies, handicaps, etc.)

**Special health problems**

**Regular medication taken**

**List known medication allergies**

**Emergency Contacts [Edit Fields](#)**

In the event a parent or guardian cannot be reached, please list (in the order you wish them to be contacted) the names, addresses, and telephone numbers of three people who you authorize to assume custody of your child in case of an emergency or disaster:

**Name of Contact #1**    
FirstName LastName

**Address**      
Address1 City State Zip

**Phone**

**Name of Contact #2**

## ADDITIONAL PARENT FIELDS

### Demographics

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Label	Field type	Values	Notes
Occupation	Textfield		<i>Mandatory Field</i>
Place of Employment	Textfield		
Alumni of School?	Radio Button	Yes No	Allow selecting only one value <i>Mandatory Field</i>
Marital Status	Dropdown	Marital Divorced Separated Widowed Other	Allow selecting only one value

### Finger Printing

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These fields are tracked by the school administrator.

Label	Field type	Values	Notes
Date Finger Printed	Date Time		<i>Parent cannot edit this field</i>
Date of Training	Date Time		<i>Parent cannot edit this field</i>
Cleared for volunteering	Dropdown with YES / NO		Check box if cleared for volunteering <i>Parent cannot edit this field</i>
Volunteer clearance-notes	Textfield		Notes written by admin if any issues or highlights regarding clearance for volunteering <i>Parent cannot view or edit this field</i>

### Driver's Information

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Label	Field type	Values	Notes
Cleared for Driving	Dropdown with YES / NO		<i>Is the person cleared for school related driving</i> <i>Parent cannot view or edit this field</i>
Driving clearance notes	Textfield		Notes written by admin if any issues or highlights regarding clearance for driving <i>Parent cannot view or edit this field</i>
Driver's License Number	Textfield		<i>Mandatory Field (?)</i>
State license issued	Textfield		
Vehicle Make & Model	Textfield		

Vehicle Year	Text field		
Vehicle Color	Textfield		
Number of Student Passengers	Number		
License Number	Textfield		
Vehicle Insurance Policy #	Textfield		
Vehicle Insurance Agency	Textfield		

*Sample Additional Fields in Parent Profile*

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**Edit Fields**

**Finger Printing [Edit Fields](#)**

**Date Finger Printed**

**Date of training**

**Cleared for volunteering**

**Occupation**

**Company**

**Driver's Information [Edit Fields](#)**

**C.D.L Number**

**Car Insurance Policy**

**Agency**

**Description of vehicle**

**Make**

**Year**

**Color**

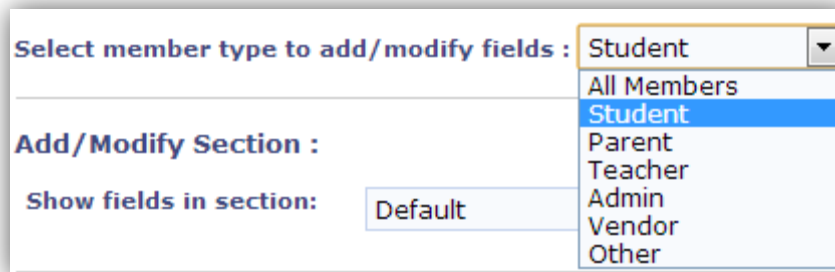
**Number of Student Passengers**

**License Number**

**YOU CANNOT ADD NEW DATA FIELDS. HOWEVER, YOU CAN MODIFY FIELDS ADDED. CONTACT SUPPORT FOR THE PAGE FOR EDITING FIELDS.**

Once you access the page to modify profile fields:

**Select Member Type:** For editing fields in Student profile, select Student. For editing fields in Parent profile, select Parent.



The screenshot shows a form with two sections. The first section is titled "Select member type to add/modify fields :" and contains a dropdown menu with the following options: Student (selected), All Members, Student (highlighted in blue), Parent, Teacher, Admin, Vendor, and Other. The second section is titled "Add/Modify Section :" and contains a text input field labeled "Show fields in section:" with the value "Default".

**Select sections:** fields are organized into sections, for example “Work information”, “Emergency contacts” etc.

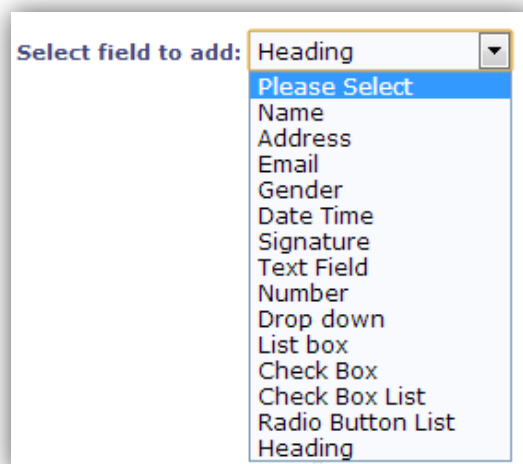
**Edit fields:**

- Label – how the question should be presented.



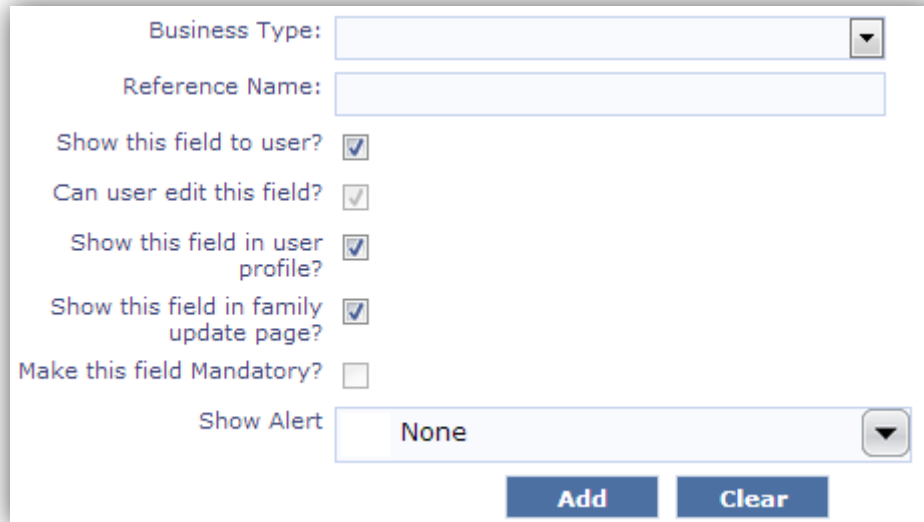
The screenshot shows a form with the title "Field will appear as:". Below the title is a text input field labeled "Label Name" containing the text "Label Name". Below this is a horizontal line, and then another text input field labeled "Name of the Field:" containing the text "Label Name |".

- Field type – text field, address, email, radio button, drop down, check box, etc. You cannot change the field type.



The screenshot shows a form with the title "Select field to add:". Below the title is a dropdown menu with the following options: Heading (selected), Please Select (highlighted in blue), Name, Address, Email, Gender, Date Time, Signature, Text Field, Number, Drop down, List box, Check Box, Check Box List, Radio Button List, and Heading.

- Field parameters:
  - Whether the field can be edited by parents (e.g. work address), visible to parents (e.g. is the parent finger printed) or visible only to administrators (e.g. custody issues).
  - Whether the field should be mandatory



The image shows a configuration form for a field. It contains the following elements:

- Business Type:** A dropdown menu.
- Reference Name:** A text input field.
- Show this field to user?** A checked checkbox.
- Can user edit this field?** A checked checkbox.
- Show this field in user profile?** A checked checkbox.
- Show this field in family update page?** A checked checkbox.
- Make this field Mandatory?** An unchecked checkbox.
- Show Alert:** A dropdown menu with the value "None" selected.
- Buttons:** "Add" and "Clear" buttons at the bottom right.