

Custody Alert Report and Contact Communications Page

A student will have this Custody Information Alert if one has been set on the student demographics page

Custody Information

Custody Agreement: Prohibition order

Custody Alert: Sole Custody with no access for Frank Demerchant-father

Alert Expires (date): 0/0/0 (0/0/0 to never expire)

When adding an Alert Schools should assure they complete the information by selecting the appropriate pull-down and adding necessary details.

Custody Agreement: Prohibition order

Custody Alert: emerchant-

Alert Expires (date): ver expire)

A Mother, Father or Guardian should only be removed from Contact Communication Page if there is an order on file. Parents with Joint Custody or shared living should always both be communicated with by the school.

Running the Custody Alerts Report

Step 1: From the PowerSchool Homepage click on **All** and the Current Student Selection should indicate a number that reflects your school enrollment.

Step 2: With All students selected, click on System Reports in the left hand side navigation

Functions

- Attendance
- Daily Bulletin
- Enrollment Summary
- Master Schedule
- Dashboard
- Special Functions
- Teacher Schedules

Reports

- System Reports**
- ReportWorks

People

- Student Search
- Staff Search
- Parent Search
- Enroll New Student
- New Staff Entry

Start Page

Students | Staff | Parents

Advanced View Field List [?]

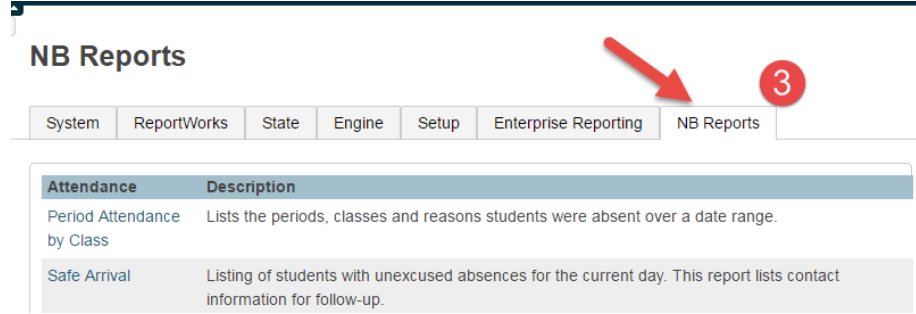
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

9 10 11 12 M F All Stored Searches Stored Selections

Current Student Selection (1109)

Student	Grade Level
Abbott, Dylan	11
Abernethy, Isaiah	9
Abualhawa, Ivan	9
Acheson, Gavin	10
Acott, Emma	10

Step 3: Choose the NB Reports Tab



Step 4: Scroll down to the Student Listings section and click on Custody Alerts Report

Student Listings	Description
Contact Report	Report shows a list of students and their contacts. The contact list can be filtered by contact type and students grouped by homeroom if needed. There is also an option to list only students with no contacts of the selected contact type.
Custody Alerts	Generates a listing of students with legal alerts (refers to Legal Alert Comment data field).
First Nations Student Listing	First Nations student status listing.
Graduates Listing	Report of the current year's identified graduates.
Invalid Address and other errors	Addresses that failed validation and incomplete entries

Step 5: Run the Custody Alerts Report for all currently enrolled students.

Custody Alerts

▼ Report Preferences

Students to include

Abernethy, Isalah
 The selected 1109 students
 All 1109 currently enrolled students

Submit

Step 6: Review the report and identify any student for whom communications contact to Mother, Father or Guardian should not occur. See example below.

Custody Alerts				
ASD-W 9-12	Student Name	Address	Homeroom	Custody Alerts
	DeMerchant, Isabella	Fredericton, NB	Chartrand, Allen (144) Grade: 9	Custody Type: Alert Expires: 0/0/0 <div style="border: 1px solid red; padding: 2px; display: inline-block;">Sole Custody with no access for Frank Demerchant- father</div>

Step 7: Based on the report, you will need to make necessary change on the students Contact Communication Page. In the example above the mother has full custody and the father has no access.

From the PowerSchool homepage, select the student and click on Contact Communications and choose the blank box for each contact type.

Contact Communications

DeMerchant, Isabella 9 1000819498 ASD-W 9-12

Type	Priority 1	Priority 2	Priority 3
Automated School Communication	Demerchant, Melody (Mother)	Demerchant, Frank (Father)	
PowerTeacher Communication	Demerchant, Melody (Mother)	Demerchant, Frank (Father)	
Account Management	Demerchant, Melody (Mother)	Demerchant, Frank (Father)	

When all fields have been set to blank, click Submit to save the changes.

Contact Communications

DeMerchant, Isabella 9 1000819498 ASD-W 9-12

Type	Priority 1	Priority 2	Priority 3	Priority 4
Automated School Communication	Demerchant, Melody (Mother)			
PowerTeacher Communication	Demerchant, Melody (Mother)			
Account Management	Demerchant, Melody (Mother)			

You must click submit to save changes **Submit**

If you want to add a different priority contact or additional priority contact, you have room for four, first step is to add them as contact on the Demographics Page. They would then be available in the pull-down menu on the Contact Communications Page.

Student Contacts

- Demerchant, Melody (Mother) Lives With No Emergency No Can Pick up No School Closure No
- Demerchant, Frank (Father) Lives With No Emergency No Can Pick up No School Closure No

Add New Contact **Submit**

Contact Communications

DeMerchant, Isabella 9 1000819498 ASD-W 9-12

Type	Priority 1	Priority 2	Priority 3	Priority 4
Automated School Communication	Demerchant, Melody (Mother)			
PowerTeacher Communication	Demerchant, Melody (Mother)	Demerchant, Melody (Mother) Demerchant, Frank (Father) Matthews, Gretia (Grandmother)		
Account Management	Demerchant, Melody (Mother)			

Submit