

ASPEN GUIDE

Registering Related Students/Siblings

In the *Restrictive Query - Wizard Step 1*, there is a checkbox available to “Search for related student”.

Student Registration: Select Student Step 1 of 4

New student

Legal last name * Test

Gender * F

Date of birth (mm/dd/yyyy) * 2/6/2003 Age 17

Search for related student

Additional search fields

Home phone

Address 1234 My Street

Legal last name Test

Related student

Relationship Sibling

Search

Previous Next Finish Cancel

Searching for related students will populate some of the student demographic fields (home phone, address, contacts) if a new student record is being created. If the student record is found with the query it will keep the information that is currently in the record.

The **Student Pick List** appears. Find the related student and click **OK**. Then, select the “Sibling” as the Relationship to the student.

Activate existing student record

2 records

	Name	LegalLast	LegalFirst	LegalMiddle	Gender	DOB	Pupil #	PEN	Grade	EnrStatus	Last Withdrawal
<input checked="" type="radio"/>	Test, Sibby	Test	Sibby		F	28/11/2016	2125089		KF	Active	-
<input type="radio"/>	Test, Student	Test	Relatedstudent		F	14/10/2000	2125078		10	Active	-

OK

If the student record is found with the query, it will keep the information that is currently in the record.