



Standards for Student Contacts - Chart

Priority Number (Every Person Gets a Unique Priority Number)	Relationship (Must be Filled in)	Contact Type (Must be Filled in)	Extra Boxes to Fill in or Check (Parental Auth or Guardian check box is required to receive notification through school messenger such as Covid-19 texts and emails)	
0 - Not to be used				
1, 2 and up	Select appropriate designation for the contact, ie. mother, father, step-mother, step-father, etc	Regular Contact	<ul style="list-style-type: none"> • Receive grade mailing • Receive conduct mailing • Receive other mailing • Receive email • Include on IEP • (Not used) Prevent Autodialing 	<ul style="list-style-type: none"> • Parental Auth or Guardian • Contact can pick up? • Contact lives with student • Contact has family portal access • (If school uses this field) Volunteer
3 and up	Select appropriate designation for the contact, ie. aunt, uncle, grandmother, friend, cousin, etc. <i>Doctor/ Dentist never to be used</i>	Emergency Contact	<ul style="list-style-type: none"> • Contact can pick up? 	<ul style="list-style-type: none"> • In exceptional circumstances emergency contacts (with special written permission) can be given Parental Auth or Guardian
Over 3	Select appropriate designation	Out of District	<ul style="list-style-type: none"> • Select appropriate boxes based on who the OOD contact is 	

Please refer to [Adding Existing contact or Creating a New Contact](#)