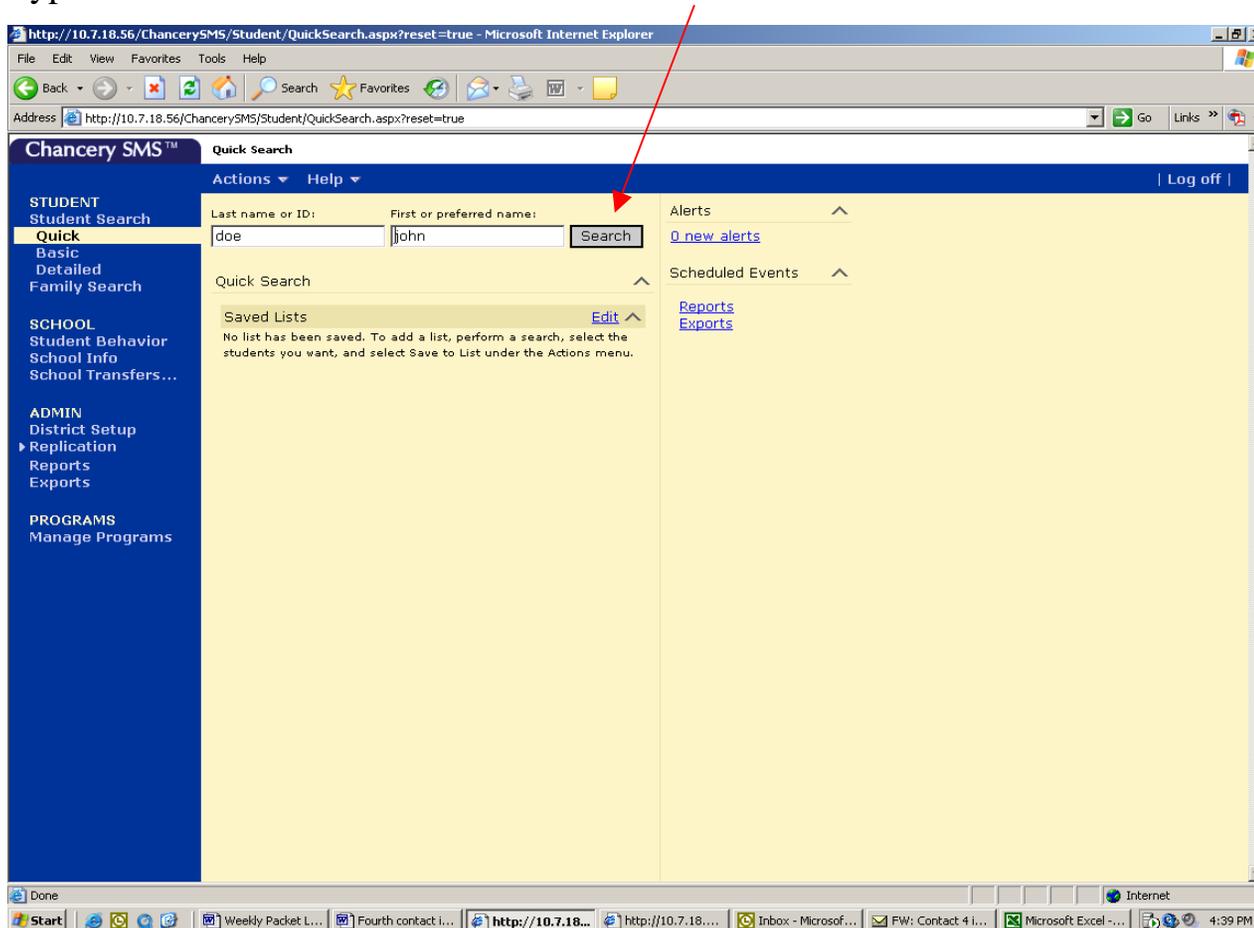


Instructions for Entering “Fourth Contact” Information into SMS for Students In Grades 9-12 Who Withdraw

1. Type in the student’s name and click *Search*.



2. Double click on the student's name.

The screenshot shows a web browser window displaying the Chancery SMS Student Search Results page. The browser's address bar shows the URL: `http://10.7.18.56/ChancerySMS/Student/SearchResults.aspx?sc=LastNameUpper,1,Doe&sc=FNP,1,John&f=QUICK`. The page has a blue navigation sidebar on the left with categories: STUDENT (Student Search, Quick, Basic, Detailed, Family Search), SCHOOL (Student Behavior, School Info, School Transfers...), ADMIN (District Setup, Replication, Reports, Exports), and PROGRAMS (Manage Programs). The main content area is titled "Quick Search > Student Search Results" and includes search filters for "Last name or ID:" and "First or preferred name:". Below the filters, the search results are displayed in a table with columns: Student Name, ID, and Home school. A single result is shown: "doe, john p" with ID "123789456" and Home school "AFNORTH High School". A red arrow points to the "doe, john p" entry in the table. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 4:33 PM.

Student Name	ID	Home school
doe, john p	123789456	AFNORTH High School

3. Click on **Contacts**. If no Fourth Contact is listed, click on **Actions**, and **Add Contact**. If a Fourth Contact is listed, double click on **“Fourth Contact”** to edit.

The screenshot shows the Chancery SMS web application. The browser address bar displays the URL: <http://10.7.18.56/ChancerySMS/Student/ContactList.aspx?StudentID=0&DistrictStudentID=59930&ResetSubMenu=true>. The page title is "Chancery SMS™" and the breadcrumb trail is "Quick Search > Student Search Results > Contact List".

The left sidebar contains a navigation menu with the following items: Demographics, Personal..., **Contacts**, Family, Tests..., Registration, Enrollment..., Historical Program Profile, Test Results, DoDEA Registration..., Transportation..., Test..., PROGRAMS, Gifted, ESL, Read. & Recov., Activities, Honors, Accomodations, Background Data, Screenings, Student Health, Medications, and Counselor.

The main content area shows the "Actions" menu open, with options: Add Contact..., Edit Contact..., Delete Contact, Edit Relationships..., and Print. The "Edit" option is highlighted. The contact list displays one contact with the following details:

Relationship	Position
N/A	First Contact

Below the contact list, there is a section titled "Other Family Contacts" with the text: "The following contacts are assigned to other students in the family, but not to john doe. To assign a contact to john doe, select Edit Relationships from the Actions menu." Below this text, the name "doe, James" is listed.

The bottom of the page shows a status bar with the text "Contact may pick up student". The Windows taskbar at the bottom displays the system tray with the time 4:35 PM and the date 10/20/2008.

4. From #2 on the worksheet, enter the name of the individual provided. For all students in grades 9-12, enter “HSStudy” for middle name.

The screenshot shows a web browser window titled "http://10.7.18.56 - Chancery SMS - Microsoft Internet Explorer". The page is titled "Add Contact" and contains several sections:

- Basics:** Title (N/A), *Last Name (doe), First Name (James), Middle Name (HSStudy).
- Relationship:** Relationship to Student (N/A). A table for "Contact Position for Schools" has "Fourth Contact" selected. Below are checkboxes for "Lives with", "Has custody of", "Gets mailings for", "Emergency", and "Has permission to pickup" (with a password field).
- Personal:** Social Security #, Contact Type (N/A), Education, Home Language (Estonian) with a "Requires Translator" checkbox.
- Phone Numbers:** A table with columns for Place, Phone, Listing, and Type.

At the bottom, there are "OK" and "Cancel" buttons. The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 4:50 PM.

4. From #3 on the contact sheet, input the new home or work phone numbers under **Phone Numbers** or **Additional Communication Numbers**.

The screenshot shows a web browser window with the address bar displaying "http://10.7.18.56 - Chancery SMS - Microsoft Internet Explorer". The page title is "Add Contact". The form contains the following sections:

- Personal**: Includes checkboxes for "Lives with doe, john P.", "Has custody of doe, john P.", "Gets mailings for doe, john P.", "Emergency", and "Has permission to pickup doe, john P." with a password field.
- Personal**: Includes fields for "Social Security #:", "Contact Type:" (dropdown menu showing "N/A"), "Education:", and "Home Language:" (dropdown menu showing "Estonian") with a "Requires Translator" checkbox.
- Phone Numbers**: A table with columns "Place", "Phone", "Listing", and "Type".

Place	Phone	Listing	Type
Home		Listed	Phone
Work		Listed	N/A
- Additional Communication Numbers**: A table with columns "Communication Number" and "Communication Type".

Communication Number	Communication Type
800-555-1212	Work phone number
800-555-6767	Home phone number
	N/A
	N/A
- Home Address**: Includes fields for "Line 1", "Line 2", "City", "State", and "Zip Code".

A red arrow points to the "Additional Communication Numbers" section. The browser's taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "4:48 PM".

6. From #3 on the contact sheet, INPUT NEW EMAIL ADDRESSES UNDER ***EMPLOYMENT ADDRESS*** –DO NOT ENTER EMAIL ADDRESSES IN THE SECTION LABELED ADDITIONAL COMMUNICATION NUMBERS.

The screenshot shows a web browser window titled "http://10.7.18.56 - Chancery SMS - Microsoft Internet Explorer". The page content is for a contact named "doe, James H. - Contact".

Home Address Section:

- Home phone number: 888-444-1111
- Home phone type: N/A
- Home phone type: N/A
- Line 1: [Empty]
- Line 2: [Empty]
- City: N/A, State: N/A, Zip Code: [Empty]
- Area: N/A, County: N/A, Country: N/A

Employment Section:

- Employer Name: [Empty]
- Employment Type: N/A
- Job Position: [Empty]

Employment Address Section:

- Line 1: James.doe@yahoo.com
- Line 2: James.Doe@osd.mil
- City: N/A, State: N/A, Zip Code: [Empty]
- Area: N/A, County: N/A, Country: N/A

Callout Box:

Enter either new home and/or work email addresses in the section labeled "Employment Address." Each address line will hold 37 characters, if the entire email address will not fit on line 1, continue on line 2 and enter just one email address.

The browser's taskbar at the bottom shows several open windows: "Start", "http://10.7.18.56/Chanc...", "http://10.7.18.56 - Ch...", "Inbox - Microsoft Outlook", and "Fourth contact instructio...". The system clock shows 12:47 PM.

7. Check to see that Fourth Contact has been added, click on **Contacts**. You should see Fourth Contact listed.

The screenshot displays the Chancery SMS web application interface. The browser address bar shows the URL: <http://10.7.18.56/ChancerySMS/Student/ContactList.aspx?StudentID=0&DistrictStudentID=59930&ResetSubMenu=true>. The page title is "Chancery SMS™" and the breadcrumb trail is "Quick Search > Student Search Results > Contact List".

The left sidebar contains a navigation menu with the following items: Demographics, Personal..., **Contacts** (highlighted with a red arrow), Family, Tests..., Registration, Enrollment..., Historical, Program Profile, Test Results, DoDEA Registration..., Transportation..., Test..., PROGRAMS, Gifted, ESL, Read. & Recov. Activities, Honors, Accommodations, Background Data, Screenings, Student Health, Medications, and Counselor.

The main content area shows the contact list for the student "doe, john P" (ID: 123789456, M, Feb 20, 1981). The "Selected:" field is empty. Below the "Selected:" field is a table with the following data:

Contact Name	Relationship	Position
<input type="checkbox"/> doe	N/A	First Contact
<input type="checkbox"/> doe, James	N/A	Fourth Contact

Below the table is a section titled "Other Family Contacts" with the text: "The following contacts are assigned to other students in the family, but not to john doe. To assign a contact to john doe, select Edit Relationships from the Actions menu." The list contains one entry: "doe, James".

At the bottom of the page, there is a note: "Contact may pick up student".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 4:58 PM.