

# Online Tutorial: Adding a Guardian Alert

**Step 1:** From the start page, search for the student or browse students to find him/her.

### Search Students

[View Field List](#) [View Function List](#) [How to Search](#)

### Browse Students

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  
K 1 2 3 4 5 6 7 8 9 10 11 12 M Fall

### Information

- \*Reg Screen
- Addresses
- Custom Screens
- Demographics
- Emergency/Medical
- Family
- Modify Info
- Other Information
- Parents/Guardian
- Photo
- State/Province - CA
- Transportation

**Step 2:** In the left navigation bar, click on “Parents/Guardian” under the “Information” heading.

**Step 3:** Scroll to the bottom of the screen and enter the text you’d like to display in the text box.

|                                       |  |
|---------------------------------------|--|
| <b>Guardian Alert Text</b>            | <input type="text" value="Guardian information to change on 9/1/09."/> |
| <b>Alert Expires (date)</b>           | <input type="text" value="6/1/10"/> (0/0/0 to never expire)            |
| <input type="button" value="Submit"/> |  |

**Step 4:** Enter the expiration date for the alert.

**Step 5:** Click the “Submit” button.

**Step 6:** If you’d like to read your guardian alert, click the icon.

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## Administration

- District Specific
- Fee Transactions
- Log Entries**
- Lunch
- Lunch Transactions
- Net Access
- SEOP Review
- Incidents

**Step 2:** In the left navigation bar, select “Log Entries” under the “Administration” heading.

**Step 3:** At the top of the page, click “Edit Discipline Alert.”

[Edit Discipline Alert](#)



**Step 4:** Enter the appropriate text into the text box.

Discipline Alert Text

Michael had his polo shirt untucked. This was his first offense.

**Step 5:** Choose the date you’d like the alert to expire.

Alert Expires (date)

09/30/09 (0/0/0 to never expire)

**Step 6:** Click the “Submit” button.



**Step 7:** If you’d like to read your discipline alert, click the icon.