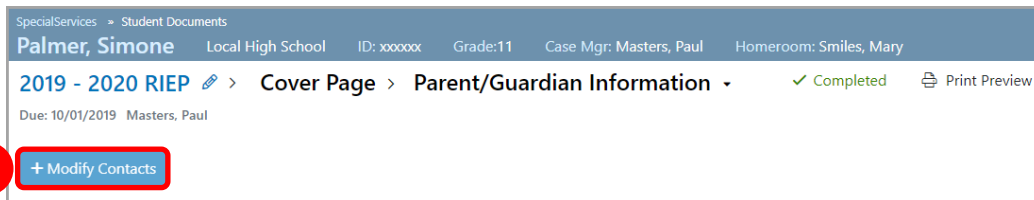




You can import contacts from Student Information on the **Cover Page** of IEPs, ETRs, 504Ps, 504Es, SPs, and BIPs.

**Note:** If no contacts have been previously imported on this form, proceed to step 3.

- 1 On the edit version of the **Student Documents** screen, on the **Cover Page** of the desired document, in the **Parent/Guardian Information** section, click **Modify Contacts**.



Tabs display for each of the available contacts.

- 2 Complete one of the following:

- To add a new contact, click **New Contact**.
- To replace an existing contact, click the tab for that contact.



**Note:** The student's primary contact is denoted by ★.

- 3 Click **Import Contacts**.

- 4 On the **Import Contact** window that opens, in the **Name** drop-down list, select the name of the contact you want to import.

Contact information displays.

- 5 Review the information. If there is no value for a particular section, the section remains blank. If there are multiple values for a section (e.g., multiple **Email** addresses), select the desired value from the drop-down list.

- 6 Click **Import**.

If you added a new contact, the contact now displays on a new tab on the **Parent/Guardian Information** section. If you replaced an existing contact, the new contact now displays on the tab instead of the previous contact.

Import Contact

4 Name Ronny Palmer

Street 123 Example Street

City Cleveland

State OH

Zip xxxxx

Home Phone (xxx) xxx-xxxx

Work Phone

Cell Phone (xxx) xxx-xxxx

Email rpalmer@emailaddress.com

5

6 Import Close