Parent or Guardian Primary Contacts: Ensuring that IsCustodial is Populated for a Contact for Each Student in PowerSchool

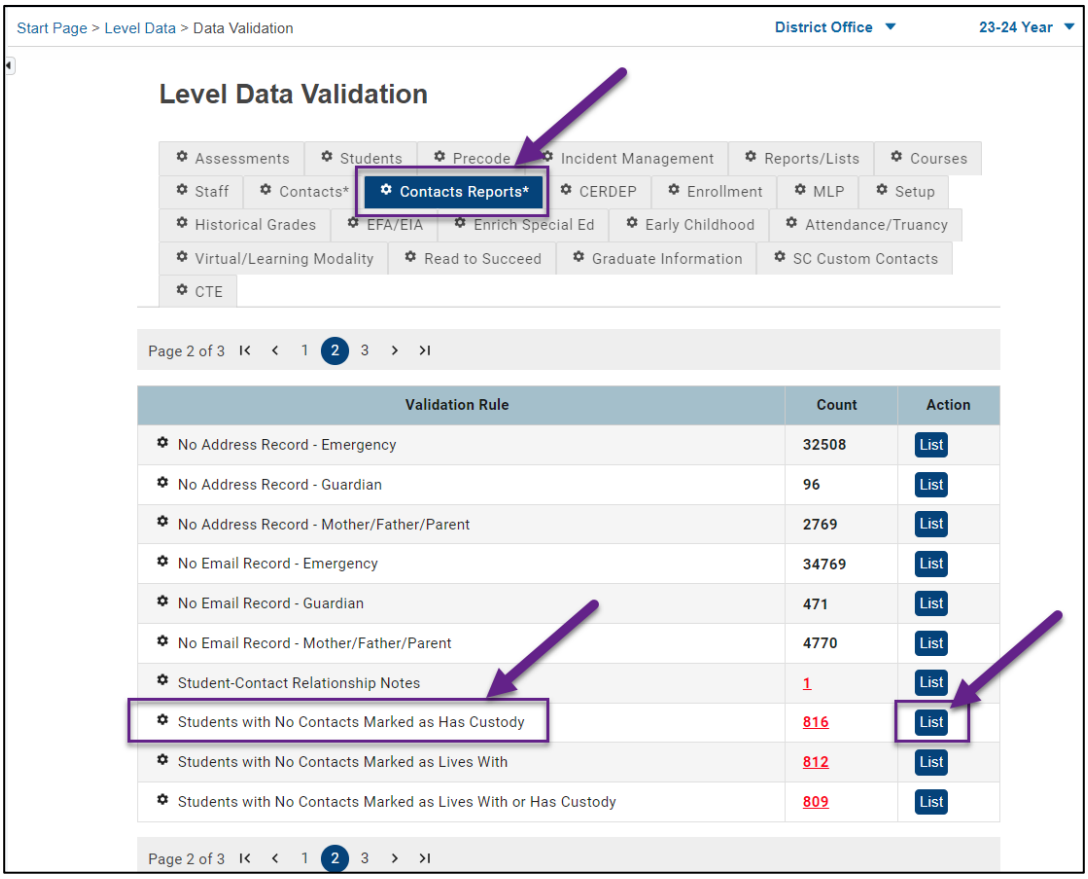
PARENT AND GUARDIAN PRIMARY CONTACTS

Each student must have an appropriate parent or guardian marked as having custody in PowerSchool so that each student can be effectively supported. The steps below detail how to do the following:

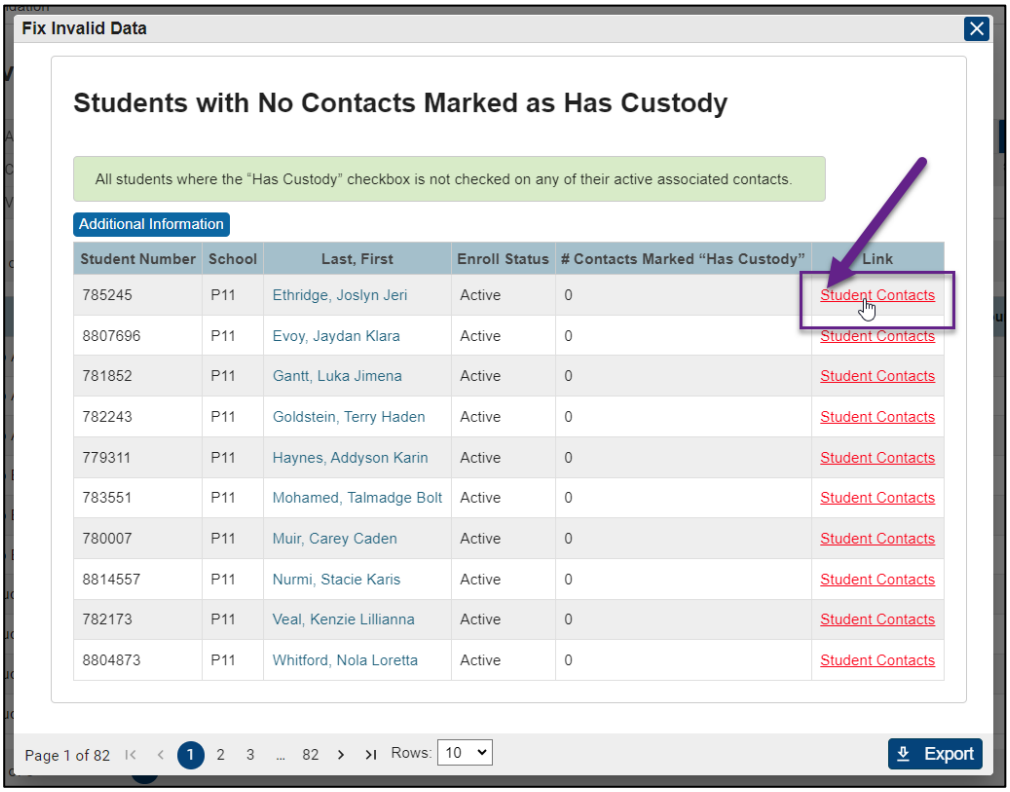
- use Level Data validations to quickly identify students who do not have a contact marked as having custody and
- resolve the issue by marking an appropriate contact as having custody.

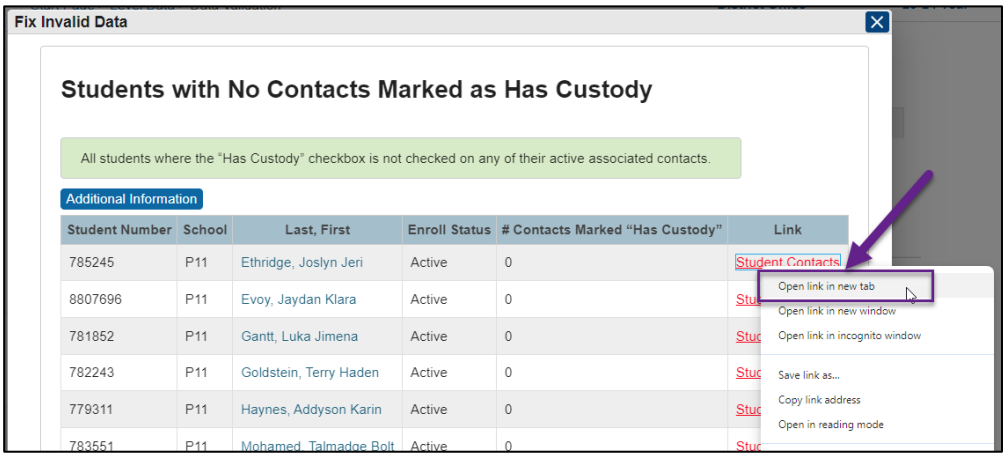
I. Use Level Data Validations to Identify Students with No Contact Marked as Having Custody

1. When logged into PowerSchool, at the District Office level, locate the Level Data Apps section of your navigation, and go to "Data Validation."
2. Click the "Contacts Reports*" tab.
3. Locate the Validation Rule called "Students with No Contacts Marked as Has Custody" and click the "List" button in the "Action" column.



4. Right click one of the "Student Contacts" links and then select "Open link in new tab" (this way, you can easily return to the list).


Fix Invalid Data
Students with No Contacts Marked as Has Custody
All students where the "Has Custody" checkbox is not checked on any of their active associated contacts.
Additional Information
Student Number | School | Last, First | Enroll Status | # Contacts Marked "Has Custody" | Link
785245 | P11 | Ethridge, Joslyn Jeri | Active | 0 | Student Contacts
8807696 | P11 | Evoy, Jaydan Klara | Active | 0 | Student Contacts
781852 | P11 | Gantt, Luka Jimena | Active | 0 | Student Contacts
782243 | P11 | Goldstein, Terry Haden | Active | 0 | Student Contacts
779311 | P11 | Haynes, Addyson Karin | Active | 0 | Student Contacts
783551 | P11 | Mohamed, Talmadge Bolt | Active | 0 | Student Contacts
780007 | P11 | Muir, Carey Caden | Active | 0 | Student Contacts
8814557 | P11 | Nurmi, Stacie Karis | Active | 0 | Student Contacts
782173 | P11 | Veal, Kenzie Lillianna | Active | 0 | Student Contacts
8804873 | P11 | Whitford, Nola Loretta | Active | 0 | Student Contacts
Page 1 of 82
Rows: 10
Export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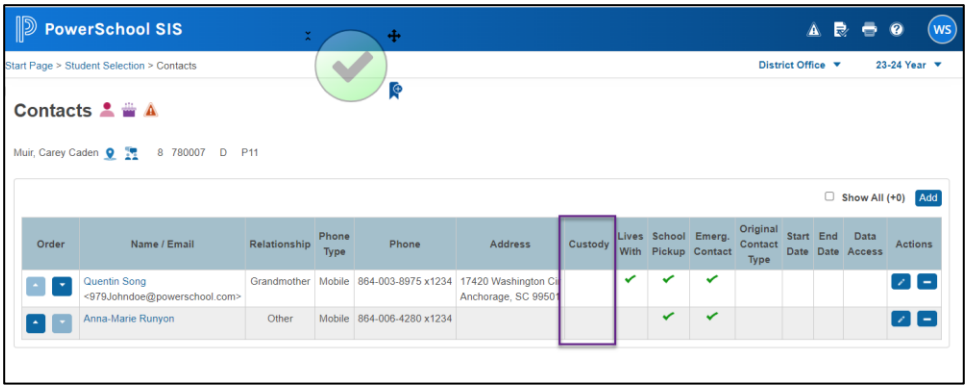
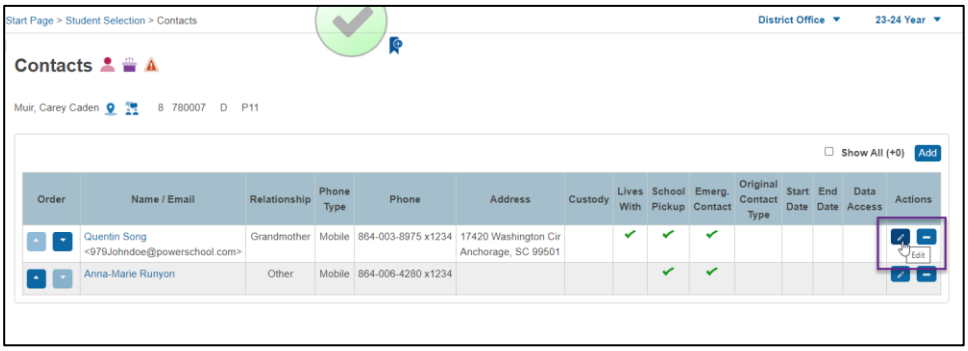
779311 | P11 | Haynes, Addyson Karin | Active | 0
783551 | P11 | Mohamed, Talmadge Bolt | Active | 0
Open link in new tab
Open link in new window
Open link in incognito window
Save link as...
Copy link address
Open in reading mode

5. On the Contacts page that appears, you will notice that no contact has a check mark in the "Custody" column.

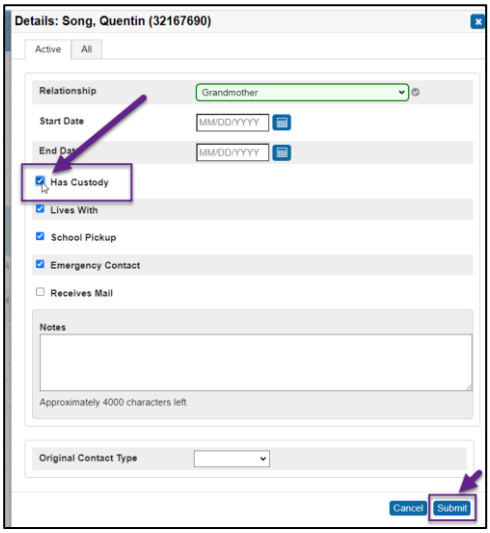


II. Resolve the Issue by Marking an Appropriate Contact as Having Custody

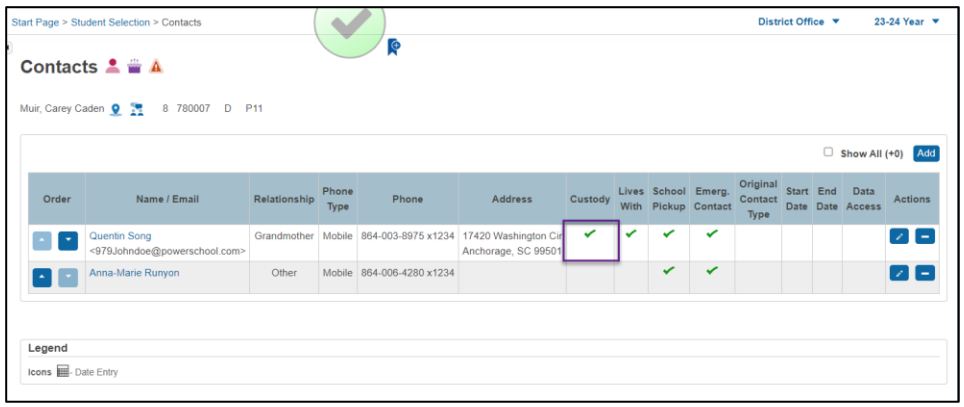
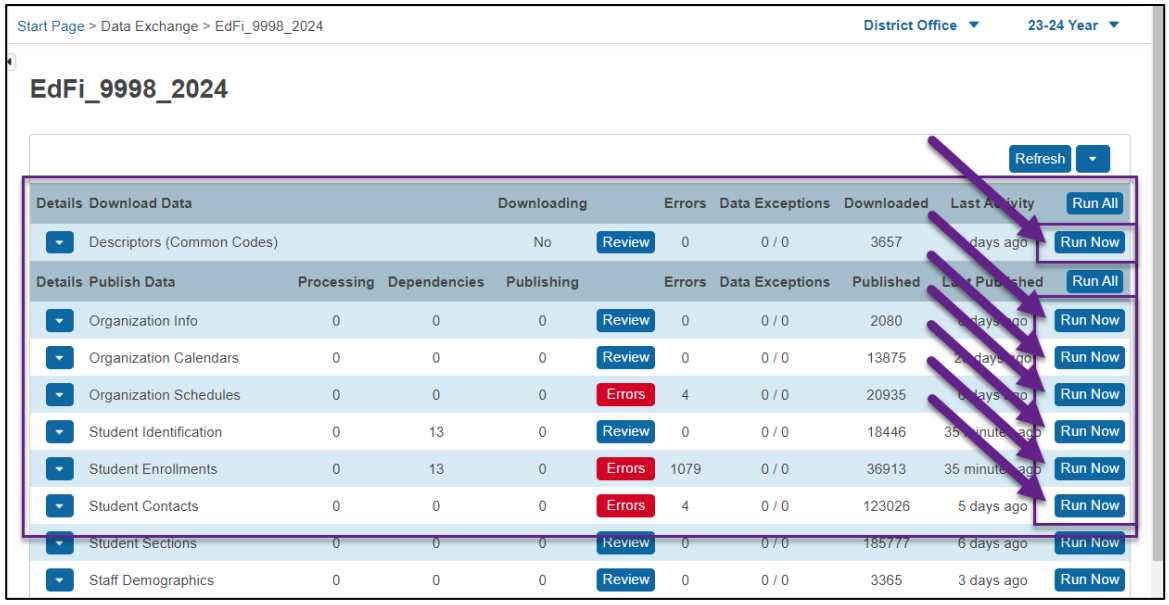
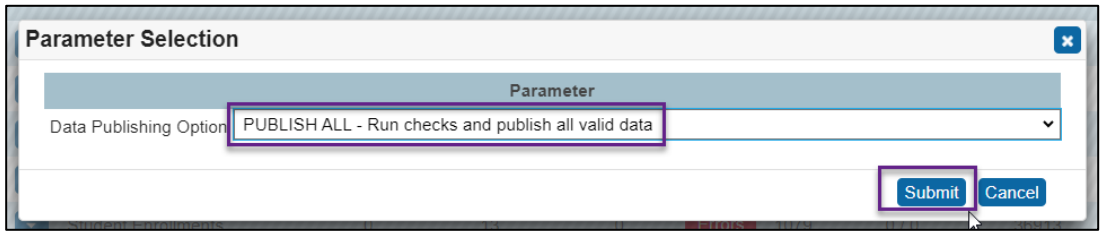
1. Once an appropriate contact who has custody has been identified, click on the edit icon that displays an image of a pencil as shown in the screenshot below:



2. Check the box labeled "Has Custody" and then click the "Submit" button.



3. Note that the contact now has a check mark in the "Custody" column on the Contacts page.



4. Once this issue has been corrected for all students, redownload "Descriptors" and republish each category all the way through the "Student Contacts" category on your district Ed-Fi publishing dashboard in PowerSchool. To publish a category, remember to click the "Run Now" button for the category, select "Publish All," and then click "Submit." Each category may take a few minutes to finish publishing.