



## 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.

Start Page > Level Data > Data Validation District Office ▾ 23-24 Year ▾

### Level Data Validation

Assessments Students Precode Incident Management Reports/Lists Courses  
Staff Contacts\* **Contacts Reports\*** CERDEP Enrollment MLP Setup  
Historical Grades EFA/EIA Enrich Special Ed Early Childhood Attendance/Ttruancy  
Virtual/Learning Modality Read to Succeed Graduate Information SC Custom Contacts  
CTE

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Validation Rule	Count	Action
No Address Record - Emergency	32508	List
No Address Record - Guardian	96	List
No Address Record - Mother/Father/Parent	2769	List
No Email Record - Emergency	34769	List
No Email Record - Guardian	471	List
No Email Record - Mother/Father/Parent	4770	List
Student-Contact Relationship Notes	1	List
<b>Students with No Contacts Marked as Has Custody</b>	<b>816</b>	<b>List</b>
Students with No Contacts Marked as Lives With	812	List
Students with No Contacts Marked as Lives With or Has Custody	809	List

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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).



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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	<a href="#">Student Contacts</a>
8807696	P11	Evoy, Jaydan Klara	Active	0	<a href="#">Student Contacts</a>
781852	P11	Gantt, Luka Jimena	Active	0	<a href="#">Student Contacts</a>
782243	P11	Goldstein, Terry Haden	Active	0	<a href="#">Student Contacts</a>
779311	P11	Haynes, Addyson Karin	Active	0	<a href="#">Student Contacts</a>
783551	P11	Mohamed, Talmadge Bolt	Active	0	<a href="#">Student Contacts</a>
780007	P11	Muir, Carey Caden	Active	0	<a href="#">Student Contacts</a>
8814557	P11	Nurmi, Stacie Karis	Active	0	<a href="#">Student Contacts</a>
782173	P11	Veal, Kenzie Lillianna	Active	0	<a href="#">Student Contacts</a>
8804873	P11	Whitford, Nola Loretta	Active	0	<a href="#">Student Contacts</a>

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Fix Invalid Data

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782243	P11	Goldstein, Terry Haden	Active	0	<a href="#">Student Contacts</a>
779311	P11	Haynes, Addyson Karin	Active	0	<a href="#">Student Contacts</a>
783551	P11	Mohamed, Talmadge Bolt	Active	0	<a href="#">Student Contacts</a>



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

Order	Name / Email	Relationship	Phone Type	Phone	Address	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Actions
	Quentin Song <979.Johndoe@powerschool.com>	Grandmother	Mobile	864-003-8975 x1234	17420 Washington Cir Anchorage, SC 99501		✓	✓	✓					
	Anna-Marie Runyon	Other	Mobile	864-006-4280 x1234				✓	✓					

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

- 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:

Order	Name / Email	Relationship	Phone Type	Phone	Address	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Actions
	Quentin Song <979.Johndoe@powerschool.com>	Grandmother	Mobile	864-003-8975 x1234	17420 Washington Cir Anchorage, SC 99501		✓	✓	✓					
	Anna-Marie Runyon	Other	Mobile	864-006-4280 x1234				✓	✓					

- Check the box labeled “Has Custody” and then click the “Submit” button.

Details: Song, Quentin (32167690)

Active All

Relationship: Grandmother

Start Date: MM/DD/YYYY

End Date: MM/DD/YYYY

Has Custody

Lives With

School Pickup

Emergency Contact

Receives Mail

Notes: Approximately 4000 characters left

Original Contact Type: [Dropdown]

Cancel Submit



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

- Note that the contact now has a check mark in the “Custody” column on the Contacts page.

Order	Name / Email	Relationship	Phone Type	Phone	Address	Custody	Lives With	School Pickup	Emerg. Contact	Original Contact Type	Start Date	End Date	Data Access	Actions
1	Quentin Song <979Johndoe@powerschool.com>	Grandmother	Mobile	864-003-8975 x1234	17420 Washington Ct Anchorage, SC 99501	✓	✓	✓	✓					✓ -
2	Anna-Marie Runyon	Other	Mobile	864-006-4280 x1234				✓	✓					✓ -

- 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.

Details	Download Data	Downloading	Errors	Data Exceptions	Downloaded	Last Activity	Run All	
▼	Descriptors (Common Codes)	No	Review	0	0 / 0	3657	days ago	Run Now

  

Details	Publish Data	Processing	Dependencies	Publishing	Errors	Data Exceptions	Published	Last Published	Run All	
▼	Organization Info	0	0	0	Review	0	0 / 0	2080	days ago	Run Now
▼	Organization Calendars	0	0	0	Review	0	0 / 0	13875	days ago	Run Now
▼	Organization Schedules	0	0	0	Errors	4	0 / 0	20935	days ago	Run Now
▼	Student Identification	0	13	0	Review	0	0 / 0	18446	35 minutes ago	Run Now
▼	Student Enrollments	0	13	0	Errors	1079	0 / 0	36913	35 minutes ago	Run Now
▼	Student Contacts	0	0	0	Errors	4	0 / 0	123026	5 days ago	Run Now
▼	Student Sections	0	0	0	Review	0	0 / 0	185777	6 days ago	Run Now
▼	Staff Demographics	0	0	0	Review	0	0 / 0	3365	3 days ago	Run Now

Parameter Selection

Parameter

Data Publishing Option: PUBLISH ALL - Run checks and publish all valid data

Submit Cancel