



MT 4040 Summary Tab

August 2009

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SUMMARY TAB

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SUMMARY TAB



OVERVIEW

There are four areas of information on the Summary tab – Person Information, Mailing Addresses, Household Information and Non-Household Relationships. This tab is also viewable through the Student Health and Student Special Education areas.

Paths: *Student Information > General > Summary*
Student Information > Health > Summary
Student Information > Special Ed > Summary

Summary				
Person Summary Report				
Person Information				
PersonID	5140			
Name	Nickname			
Sample, Student				
Gender	Race Ethnicity	No Image Available		
F	State	05:White, Non-		
	Race/Ethnicity:	Hispanic		
	Federal Designation:	7:Two or more races		
	Race(s):	American Indian or Alaska Native White		
	Hispanic/Latino:	N:No		
	Race/Ethnicity Determination:			
Birth Date (Age: 14)	01/01/1995			
Student Number	State ID			
123456789	866920557			
Person GUID	732ABA38-51B4-4F0D-A7D5-E433BC613763			
Comments				
Mailing Addresses				
Primary Address	1234 MAIN ST , ANYTOWN MT 12345			Map
Secondary Address	100 MAIN ST , ANYTOWN MT 12345			Map
Sample **Primary				
Household Phone	(555)270-3620			
Address	1234 MAIN ST , ANYTOWN MT 12345			Map
Name	Relationship	Enrollment (grade)	Phone(s)	Email
Sample, Mom	Mother(guardian)			
Sample, Student	Self	08-09 Fergus High School (11)		
Sample 2 **Secondary				
Household Phone	(555)143-3658			
Address	100 MAIN ST , ANYTOWN MT 12345			Map
Name	Relationship	Enrollment (grade)	Phone(s)	Email
Sample, Dad	Father(guardian)			
Sample, Student	Self	08-09 Fergus High School (11)		
Non-Household Relationships				
Name	Relationship	Phone(s)	Email	
Freebee, Grandma	Emergency Contact			



There are two print options on the Student summary tab: *Print and Print with Picture*. *Print With Picture* is a separate distinct user right. Depending on your rights, you may not have the right to print the summary with picture in your district's live site.

Summary Tab

- The Summary tab is a read-only view of the data for the student in Census. Data cannot be changed on this tab. The user needs rights to the appropriate fields in Census to update this data.
- The top section will be personal identification information for that student.
- The mailing addresses for the student will show below the student's information.
 - The Primary Address is the student's mailing address.
 - The Secondary Address (if applicable) is the student's alternate mailing address in situations such as divorce.
 - Clicking the Map hyperlink next to an address will open a new window showing the location of the address on Google Maps.
- The households that a student is a member of will display below the mailing addresses. The members of each household will be listed with their relationship to the student and contact information.
 - The Primary Household is the household is the student's legal residence.
 - Secondary Households are households that the student is a secondary member of such as a divorce situation.
- Non-Household Relationships will list relationships to people outside of the households such as emergency contacts.