

Add a Phone Number for a Family

Although you can enter more than one phone number for a family, we recommend that you limit the family record to a single phone number and store individual numbers for parents and students in the parent or student record. This simplifies finding information on family reports.

▼ To add a phone number for a family

1. On the Home screen, click **Families**.
2. Double-click a family's name.
3. Click the **Phone** tab.
4. Click **Add**.
5. Enter the phone information, and click **OK**.