

Create a Parent Record from a Teacher Record

When a teacher's child enrolls in your school or day care, you can create a parent record from the teacher's record. This doesn't change the teacher record. Instead, it adds an additional record, so there are now two records for this individual: One teacher record, and one parent record.

▼ To create a parent record from a teacher record

1. On the Home screen, click **Teachers**.
2. Click the individual's record.
3. On the toolbar, click **Actions > Make this Teacher a Parent**.
4. Enter additional information or make changes to the record.
5. Click **OK**.