

Create a Teacher Record From a Parent Record

You can create a teacher record from a parent record. This doesn't change the parent record. Instead, it adds an additional record, so there are now two records for this individual: One parent record, and one teacher record.

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