

## Add a New Parent

Generally, you will not need to add parent records from the Parent List window. Adding new parents is usually accomplished when adding new or prospective students to the data set. However, you may occasionally need to add, edit, or remove a parent such as in the case of divorce, death, or other event.

To update family information, see [Update Family Information within an Individual's Record](#).

1. On the Home screen, click **Parents**.
2. On the toolbar, click **New**.
3. Click each tab to enter information into the appropriate fields.
4. To save the record, click **OK**.