



# Adding and Updating Contacts

Completing the Parent/Guardian AND Emergency Contacts Form in Ecollect

Click on form #2 to update and/or add Parent/Guardian and Emergency Contacts for your child.

Status	Form Name	Form Description	Category
Submitted	1 - Student Demographic Information, Teacher Assignments for Grades K-6, and Bus Route Information	This page displays student information that is currently stored in PowerSchool. Please contact the student's school if you have any questions.	Annual Forms
Submitted	2 - Parent/Guardian AND Emergency Contacts	This form contains parent/guardian AND emergency contacts.	Annual Forms
Submitted	3 - Emergency Medical Authorization	This form contains medical information and consent to call medical care providers and local hospitals.	Annual Forms

Click on the "Add" button to add new contacts for your child.

Click on the edit button to update information for existing contacts. Clicking on the delete button will remove an existing contact.

**2 - Parent/Guardian AND Emergency Contacts**  
This form contains parent/guardian AND emergency contacts.

**Instructions**  
Please click on the pencil icon in the table below to edit or update the Parent/Guardian information shown. Click on the "Add" button to add more Parent/Guardian contacts, and to add at least two non-Parent/Guardian Emergency Contacts. All parents/guardians with a PowerSchool Parent Access Account will be able to view information on Family Emergency guardians marked in PowerSchool as having "Custody" and "Lives with" the student will receive a PIN to edit the form. The PIN will be emailed to parents prior to the start of the school year, and it can be used as long to make changes as needed. The PIN will be entered at the bottom of this form.

Name	Relationship	Phone Type	Phone #	Address	Email	Custody	Lives with	School Pickup	Emerg. Contact	Data Access
John Doe	Father		(123) 456 7890	123 Main St.	doe.23@napt.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jane Doe	Mother		(123) 456 7890	123 Main St.	doe.jane@napt.us	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
						<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Add, Edit, Delete

When adding or updating a contact use the "Add" button to add an address, phone number and email address.

You should also include the permissions the new or updated contact should have.

**New Contact**

First Name:  Middle Name:  Last Name:

Gender:  Relationship:  Employer:

Address:  **Add**

Phone:  **Add**

Type	Phone Number	Preferred
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Add**

Type	Email	Primary
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

**Add**

Permissions

Apply Contact to:

- Lives with
- Emergency Contact
- Custody
- School Pick Up
- Receives Mail

**Save** **Cancel**