

Permanent Record Card – Student Home Situation

Use the **Student Home Situation** page to identify the parents who reside in the home with the student and the student custodial status for divorced parents. This information will be printed in the student's **Permanent Record Card**. Please see examples at the end of this document.

My Information	Administration -	Reports -	Support -	Catholic Content	Lon Off
Schmitt	Directories	Reports	Support	Outhone oomen	
	Admissions		Students		
	Billing				
	Calendar Administratio	on	Relatives		HOMEROOMS REPO
	Class Administration	۱.	Families		0/0
	Communication	•	Prospects		
	Conduct		Alumni		
	Grading	Þ	Register N	ew User	ention
STUDENTS NOT IN HOMEROOMS	GPA Manager		Groups		VITHOUT OOL ASSIGNMENTS
> 59 / 59	Lunch Administration	Þ	Parishes		9
	Permission Administra	tion 🕨	Public Sch	pols	
	School Profile	Þ	Medical Pr	oviders	NT INFO
	Staff Attendance		Student Ph	oto Upload	
	Staff Evaluations		Daily Nurse	Activities	
	Website Administration	n	Profession	al Development	
View Today's	Data Update Tools		Terra Nova	Import	
		Sys	tem Mult	iple students from the :	same family are

1. Go to Administration > Directories > Students

2. Select Home Situation from the Navigate to pulldown menu



3. Select the appropriate options and Save

Student Home Situation Student Name Navigate to:		
Save	Enter the Relationship of the Guardian to the Student in the text box.	a required field
Relationship of Guardian to Student Home Situation Check all that apply to the current home situation. Select all that apply for Home Situation.	 Two biological parents One parent Mother / Stepfather Father / Stepmother Other (specify): 	
Parent Situation Indicate the current parent situation. Check box for Parents are separated or divorced, if applicable and indicate LEGAL and PHYSICAL custody.	 Parents are separated or divorced Joint LEGAL custody Mother has sole LEGAL custody Father has sole LEGAL custody Guardian has sole LEGAL custody Joint PHYSICAL custody Sole PHYSICAL custody 	
Home History Add or update any notes for changes in home status here. To remove a home status change, clear out both the Date and Comment fields. Save	Date Comment (enter a new comment here) Enter the Date and Comment if needed. Note: To remove a Home Status change, clear both the Date field and the Comment field, and Save	

Student Home Situation Allen, Joel Navigate to:	
Save •	* indicates a required field
Relationship of Guardian to Student	Grandfather
Home Situation Check all that apply to the current home situation.	 Two biological parents One parent Mother / Stepfather Father / Stepmother Other (specify): Grandfather
Parent Situation Indicate the current parent situation.	 Parents are separated or divorced Joint LEGAL custody Mother has sole LEGAL custody Father has sole LEGAL custody Guardian has sole LEGAL custody Joint PHYSICAL custody Sole PHYSICAL custody
Home History Add or update any notes for changes in home status here. To remove a home status change, clear out both the Date and Comment fields.	Date Comment 01/01/2020 Added Grandfather (enter a new comment here)

Example 1 – User Profile – Student Home Situation

Example 1 – Permanent Record Card

			Diocese ID:						
Allen	Joel					5/6/200	03	M	Annunciation B.V.M. (Havertown
(Last)	(First)		(Middle)		Country of Birth)	(Date of	Birth)	(Sex)	(Parish if Catholic)
123 Narrow Way	Heavenser	nt V	A 22723	Madiso	on	(777) 555-1	212	Abingto	n SD
(Address)	(City)	(St	tate) (Zip)	(County	of Residence)	(Home Phone N	lo.)	(Public Sc	hool District of Residence)
(Address)	(City)	(S	tate) (Zip)	(County	of Residence)	(Home Phone	No.)	(Public S	chool District of Residence)
(Address)	(City)	(S	tate) (Zip)	(County	of Residence)	(Home Phone	No.)	(Public S	chool District of Residence)
			FAMILY BAC	KGROUN	D				
	FULL NAME ADDRE		PHON	E #	DECEASI	ED	RELIGION		COUNTRY OF BIRTH
Father	Joell Allen	123 Narrow Way Heavensent, VA 22723	(777) 555	5-1212		Catholic		olic	
Mother	Anna Allen	123 Narrow Way Heavensent, VA 22723	(777) 555	5-1212			Cath	olic	
Guardian									
Guardian									
Relationship of guar	dian to student Grandfath	er							
Home situation (Che	eck all that apply)	Two biological parents	One parent						
		Mother/stepfather	Parents separ	rated or divo	reed				
	V	Father/stepmother	✓ Other: Speci	ify Grand	father				
Change of home stat	tus (explain) Added Grand	lfather		Dat	e 06/02/2020				
Change of home stat	tus (explain)			Dat	e				
Parental rights (in ca	use of separation or divorce)	Legal Custody: Physical Custody:	Joint Custod	y √s v √s	Sole Custody Sole Custody	☐ Mother			
		,,.				Father			

Student Home Situation Andrews, Eliza Michelle Navigate to:			
Save •			* indicates a required field
Relationship of Guardian to Student			
Home Situation Check all that apply to the current home situation.	 Two biological p One parent Mother / Stepfa Father / Stepma Other (specify) 	arents ther other	
Parent Situation Indicate the current parent situation.	 Parents are sep Joint LEGAL cus Mother has sole Father has sole Guardian has sole Guardian has sole Joint PHYSICAL Sole PHYSICAL 	arated or divorced tody EGAL custody LEGAL custody Jel LEGAL custody custody custody	
Home History Add or update any notes for changes in home status here. To remove a home status change, clear out both the Date and Comment fields.	Date 6/2/2020	Comment divorced (enter a new comment here	.)

Example 2A – User Profile – Student Home Situation

Example 2 – Permanent Record Card

Andrews	Eliza		Michelle			5/2	0/2011	F	Blessed Virgin Mary		
(Last)	(First)		Middle)		(0	(Country of Birth)		(Date of Birth)		(Parish if Catholic)	
5894 Forest Rd	Heavenly	1	VA	21150	Howard	i	(777) 55	5-4587	Bethleh	em Area SD	
(Address)	(City)		State)	(Zip)	(County of Residence)		(Home Phone No.) (I		(Public So	Public School District of Residence)	
(Address)	(City)	(State)	(Zip)	(County	of Residence)	(Home Pl	none No.)	(Public S	chool District of Residence)	
(Address)	(City)	(State)	(Zip)	(County	of Residence)	(Home Pl	none No.)	(Public S	chool District of Residence)	
			FAM	ILY BACKO	ROUN	D					
	FULL NAME	ADDRESS		PHONE #		DECEAS	ED	RELIGION		COUNTRY OF BIRTI	
Father	Robert Andrews	5894 Forest Rd Heavenly, VA 21150	(777) 555-45	587				olic		
Mother	Lorraine Andrews	5894 Forest Rd Heavenly, VA 21150	(777) 555-45	587			Catholic			
Guardian											
Guardian											
Relationship of gua	rdian to student										
Home situation (Ch	eck all that apply)	Two biological parents	Or	ie parent							
	l	Mother/stepfather	✓ Pa	rents separated	l or divor	ced					
	l	Father/stepmother	Ot Ot	her: Specify							
Change of home sta	tus (explain) divorced				Date	06/02/2020					
Change of home sta	tus (explain)				Date						
Parental rights (in c	ase of separation or divorce) Legal Custody: Physical Custody:	√ Joi	int Custody int Custody		ole Custody ole Custody	Moth	er			

Example 2B – User Profile – Student Home Situation Add New Comment

Student Home Situation Andrews, Eliza Michelle Navigate to:	
Save •	* indicates a required field
Relationship of Guardian to Student	
Home Situation Check all that apply to the current home situation.	 Two biological parents One parent Mother / Stepfather Father / Stepmother Other (specify):
Parent Situation Indicate the current parent situation.	 Parents are separated or divorced Joint LEGAL custody Mother has sole LEGAL custody Father has sole LEGAL custody Guardian has sole LEGAL custody Joint PHYSICAL custody Sole PHYSICAL custody
Home History Add or update any notes for changes in home status here. To remove a home status change, clear out both the Date and Comment fields.	Date Comment 6/2/2020 divorced (enter a new comment here)

Student Home Situation Annetas, Julia Melissa Navigate to:	
Save 💌	* indicates a required field
Relationship of Guardian to Student	
Home Situation Check all that apply to the current home situation.	 Two biological parents One parent Mother / Stepfather Father / Stepmother Other (specify):
Parent Situation Indicate the current parent situation.	 Parents are separated or divorced Joint LEGAL custody Mother has sole LEGAL custody Father has sole LEGAL custody Guardian has sole LEGAL custody Joint PHYSICAL custody Sole PHYSICAL custody
Home History Add or update any notes for changes in home status here. To remove a home status change, clear out both the Date and Comment fields.	Date Comment (enter a new comment here)

Example 3 – User Profile – Student Home Situation

Example 3 – Permanent Record Card

Annetas	Julia		Melissa			8/26/201	I1 F	Ble	ssed Virgin Mary
(Last)	(First) (Middle		fiddle)) (Country of Birth)		(Date of B	Date of Birth) (Sex)		rish if Catholic)
778 Christian Rd	Southerby	V	VA 20114			(777) 555-30	00 Bet	thlehem	Area SD
(Address)	(City)		tate) (Zip)	(County of Residence)		(Home Phone No.)		(Public School District of Residence)	
(Address)	(City)	(Si	tate) (Zip)	(County	of Residence)	(Home Phone N	lo.) (Put	blic Schoo	l District of Residence)
(Address)	(City)	(St	tate) (Zip)	(County	of Residence)	(Home Phone N	io.) (Put	blic Schoo	l District of Residence)
			FAMILY BA	CKGROUN	D				
	FULL NAME	ADDRESS	PHO?	NE #	DECEASI	ED R	RELIGION		COUNTRY OF BIRTH
Father	David Annetas	778 Christian Rd Southerby, VA 20114	(777) 55	5-3000		Cath			
Mother	Kristine Annetas	778 Christian Rd Southerby, VA 20114	(777) 55	5-3000			Catholic		
Guardian									
Guardian									
Relationship of guar	dian to student								
Home situation (Che	ck all that apply)] Two biological parents	One parent						
		Mother/stepfather	Parents sepa	arated or divo	rced				
		Father/stepmother	Other: Spec	rify					
Change of home stat	us (explain)			Dat					
Change of home stat	us (explain)			Dat					
Parental rights (in ca	se of separation or divorce)	Legal Custody: Physical Custody:	Joint Custor	iy □ s iy □ s	iole Custody iole Custody	Mother			