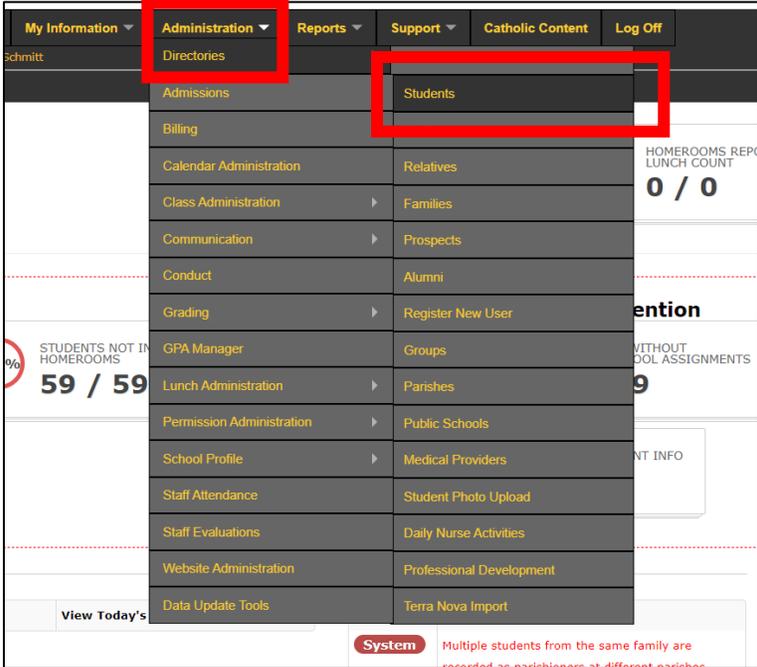


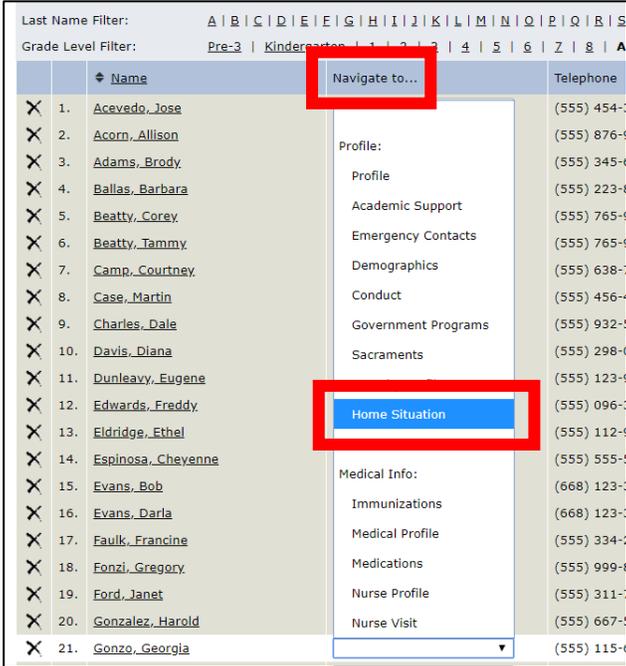
Permanent Record Card – Student Home Situation

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.

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:

Relationship of Guardian to Student

a required field

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.

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**

Example 2B – User Profile – Student Home Situation

Add New Comment

Student Home Situation

Andrews, Eliza Michelle

Navigate to:

* 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
<input type="text" value="6/2/2020"/>	<input type="text" value="divorced"/>
<input type="text"/>	<input type="text" value="(enter a new comment here)"/>

