

# HeadMaster:

Minimum Information Needed to  
Create a Student

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## Unit 1: I thought it was only Last Name, First Name?

Yes, that is absolutely correct. The minimum amount of information required to create an individual record in HeadMaster. However, when new clients manually entering their data, they need to enter a few more tidbits of info so that they do not pull their hair out later on.

When all data for a student and family are entered in to HeadMaster, a few things are created:

- A record for the student
- A record for each parent (Primary and Secondary)
- A record for the family (Primary and Secondary)
- A family mail name
- Parents' home, business, and mobile phone numbers are added to Emergency Contacts and Pickups

To create a usable individual record, clients need only to enter the following information:

- Student Last Name
- Student First Name
- Student Grade Level
- Student Date of Birth
- Student Gender (optional)
- Family Address
- Family Home Phone (if family does not have a landline, enter a parent's mobile number)
- Parent 1 Last Name
  
- Parent 1 First Name
- Parent 1 Title (only enter this if you want family mailing name to be Mr & Mrs. John Doe)
- Parent 1 Mobile Number
- Parent 1 Business Number
- Parent 2 Last Name
- Parent 2 First Name
- Parent 2 Title (only enter this if you want family mailing name to be Mr & Mrs. John Doe)
- Parent 2 Mobile Number
- Parent 2 Business Number

Why only this information?

When clients manually enter data using the Add Student Assistant and they do not have all of the information or have time to enter all of the information, these items are the ones that populate multiple areas in each record.

If parents' business and/or mobile phone is not entered when information is entered in the Add Student Assistant, clients must later enter parents' names and phone numbers on the Pickup tab and Emergency tab.

This information allows the clients to enter the minimum amount of data to get usable records inside the software without have to do repetitious data entry later on.

## Unit 2: Where do I find the necessary fields?

All of the fields listed Unit 1 are found in the Add Student Assistant.

Student Information:

**Student Assistant**

**The Student Assistant is used to easily add a student to the database**  
 The student assistant is based off of the enrollment form. It will add a student to the database, link them to families and add parents to those families.

**Student's Information**

Name: [Last] [First] [Middle] [Suffix]

Preferred: [ ] Title: [ ] Grade Level: [ ]

Date of Birth: [ ] Gender: [ ] SSN: [ ]

Race: [ ] Blood Type: [ ] Church Affiliation: [ ]

E-mail: [ ]

**Type**

Student Applied Date: [ ] Approved Date: [ ]

Prospective

Family Information:

**Student Assistant**

**Primary Family Information**

Address Line 1: [ ]

Address Line 2: [ ]

[ ] [ ] [ ] [ ]

ZIP Code City State County

Home Phone 1: [ ] Listed:  Phone 2: [ ] Listed:

**Father's Information**

Father's Name: [Doe] [ ] [ ] [ ]

Preferred Name: [ ] Title: [ ] Home E-Mail: [ ]

Mobile Phone: [ ] Pager: [ ] Emergency Contact:

Company Name: [ ] Job Title: [ ] Allowed to Pickup Child:

Business Phone 1: [ ] Ext: [ ] Phone 2: [ ] Ext: [ ]

Business E-Mail: [ ] Fax: [ ]

Church Affiliation: [ ] Marital Status: [ ]

**Mother's Information**

Mother's Name: [Doe] [ ] [ ] [ ]

Preferred Name: [ ] Title: [ ] Home E-Mail: [ ]

Mobile Phone: [ ] Pager: [ ] Emergency Contact:

Company Name: [ ] Job Title: [ ] Allowed to Pickup Child:

Business Phone 1: [ ] Ext: [ ] Phone 2: [ ] Ext: [ ]

Business E-Mail: [ ] Fax: [ ]

Church Affiliation: [ ] Marital Status: [ ]