

Training Documentation

ACSTechnologies.

HeadMaster

Making a Parent a Teacher

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Introduction to This Guide


Sometimes the teachers you employ also have children that attend your school. This is because the children can attend at a discounted or free tuition rate. In HeadMaster, the teacher would need to be listed as both a parent and a teacher. This document covers the feature of making a Parent a Teacher.

This guide covers how to make a Parent a Teacher. The guide begins as if you are entering data in to HeadMaster for the first time and have not entered teacher data yet.

Unit 1: Entering Student/Parent Information

HeadMaster has the unique ability to turn parents in to teachers when the need arises. However, the first step is to get the parent information in to HeadMaster.

To add a student and family information:

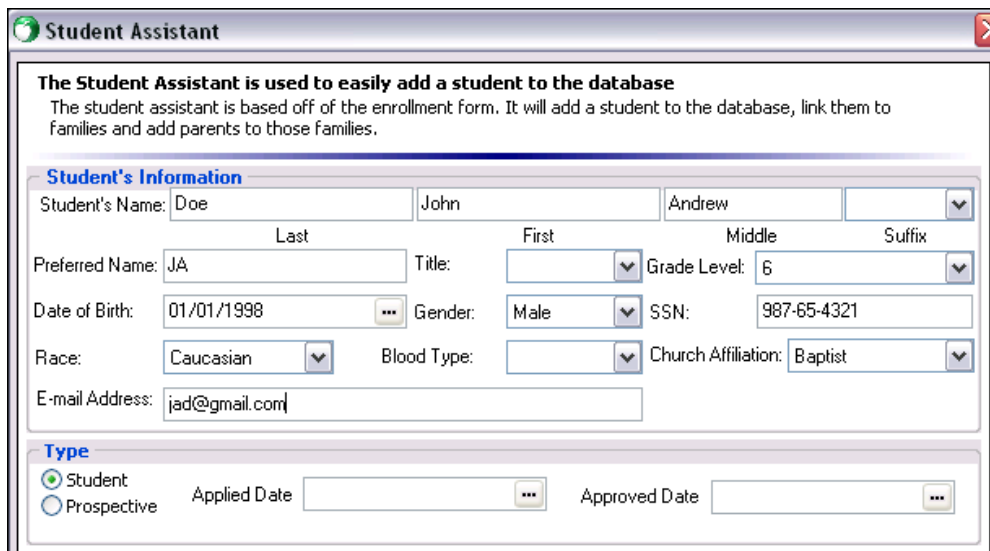


Useful Information

By using the **Add Student Assistant**, you create records for and a link between students, parents, and families.

Last Name and **First Name** are the only required fields. All other fields on all tabs are optional.

1. On the **Home screen**, click **Add Student**.
2. Enter the student's information.
3. Click **Next**.



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

Student's Name: Last: Doe | First: John | Middle: Andrew | Suffix:

Preferred Name: JA | Title: | Grade Level: 6

Date of Birth: 01/01/1998 | Gender: Male | SSN: 987-65-4321

Race: Caucasian | Blood Type: | Church Affiliation: Baptist

E-mail Address: jad@gmail.com

Type

Student | Applied Date: | Approved Date:

Prospective

Figure 1: Add Student Assistant

4. Select **Enter new family information**.
5. Click **Next**.
6. Enter the primary family information.
7. Click **Next**.

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

Last First Middle Suffix

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: Baptist Marital Status:

Mother's Information

Mother's Name: Doe

Last First Middle Suffix

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: Baptist Marital Status:

<< Back Next >> Cancel

Figure 2: Student Assistant Family Information

8. If there is no secondary family, select **None**. If secondary family information is available, select **Enter new family information**.
9. Click **Next**.
10. Enter **secondary family information** (if applicable).
11. Click **Next**.
12. Enter **emergency contact information**.
13. Click **Next**.
14. Enter **pickup information**.
15. Click **Finish**. See “Figure 9: Emergency and Pick Up Information” on page 13.

The image displays two side-by-side screenshots of the 'Student Assistant' software interface. The left window, titled 'Student Assistant', shows the 'Parent Emergency Contact' section with three rows of contact information, each including fields for Contact Name, Home Phone, Business Phone, Mobile Phone, and a Relation dropdown menu. Below this is the 'Medical Contacts' section with fields for Physician, Dentist, Hospital, Insurance, and Policy Number, each with a corresponding Phone Number field. The right window, also titled 'Student Assistant', shows the 'Pickup Information (People Authorized to Pickup children from School, Other than Parents)' section. It features a 'Parent Pickup' section and three 'Additional Pickup' entries (1, 2, and 3). Each entry includes fields for Name, Phone, License, Tag, and a Notes area with a scrollable text box. Both windows have navigation buttons at the bottom: '<< Back', 'Next >>', and 'Cancel' on the left; '<< Back', 'Finish', and 'Cancel' on the right.

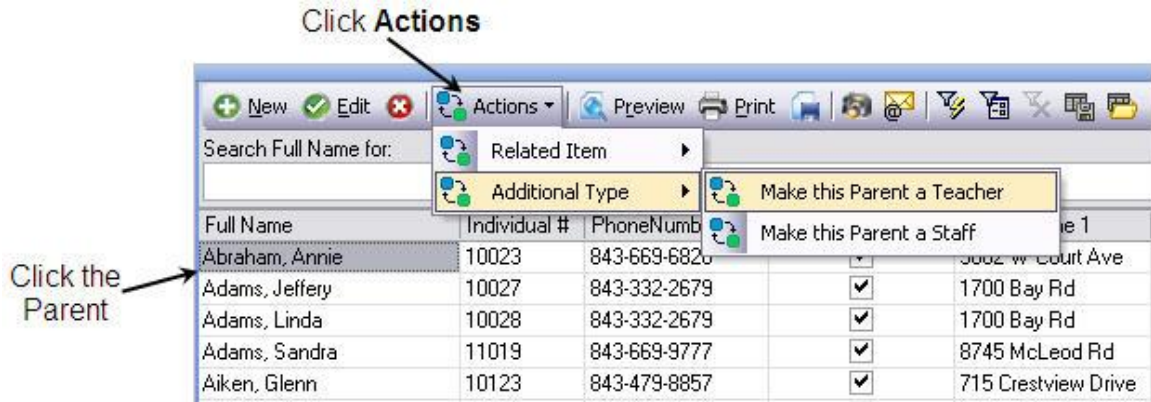
Figure 3:Emergency and Pick Up Information

Now that you have completed the student/parent/family data entry, you can make the parent a teacher.

Unit 2: Making a Parent a Teacher

To make a Parent a Teacher:

1. On the **Home** screen, click **Parents**.
2. Single-click the Parent you want to make a teacher.
3. Click the **Actions** button.
4. Click **Additional Type**.
5. Click **Make this Parent a Teacher**.



6. The new Teacher record opens, enter any necessary teacher information.