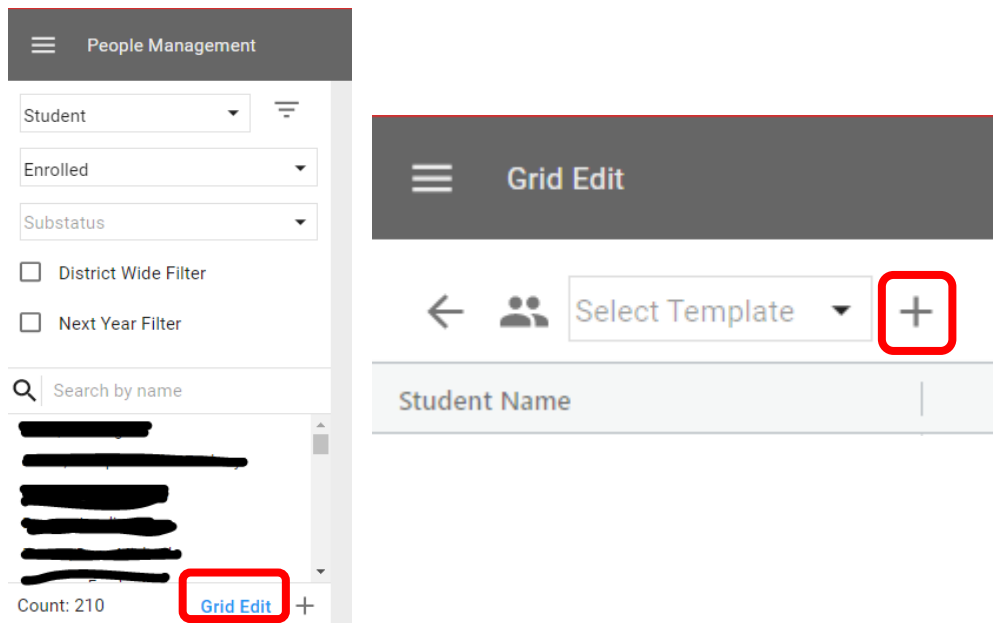


Diocese of Columbus- Permanent Record Card- Grid Edit

Basic Information (Select Students > Select Grid Edit > Select + to add fields)

The majority of the Permanent Record Card fields can be updated through Grid Edit by creating and saving a template for future use.

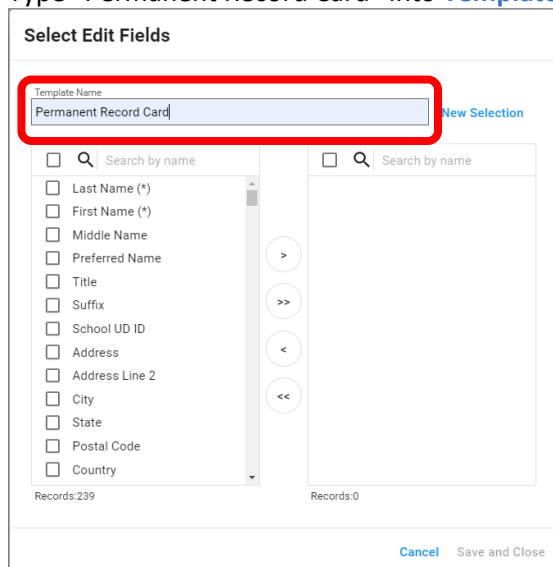
Within Student → **Grid Edit** → Select + sign icon to add fields.



The screenshot shows the 'People Management' sidebar on the left with filters for 'Student', 'Enrolled', and 'Substatus'. Below these are checkboxes for 'District Wide Filter' and 'Next Year Filter', a search bar, and a list of redacted names. At the bottom of the sidebar, 'Count: 210' and a 'Grid Edit' button (highlighted with a red box) are visible. The main area shows the 'Grid Edit' header, a back arrow, a person icon, a 'Select Template' dropdown, and a '+' icon (highlighted with a red box) to add fields. Below this is a 'Student Name' input field.

Select Edit Fields window opens (pop up)

Type "Permanent Record Card" into **Template Name** field.



The 'Select Edit Fields' pop-up window is shown. At the top, the 'Template Name' field contains 'Permanent Record Card' (highlighted with a red box). Below this is a list of fields with checkboxes: Last Name (*), First Name (*), Middle Name, Preferred Name, Title, Suffix, School UD ID, Address, Address Line 2, City, State, Postal Code, and Country. To the right of the list are navigation buttons: '>', '>>', '<', and '<<'. At the bottom, there are 'Cancel' and 'Save and Close' buttons. The status 'Records: 239' is shown at the bottom left, and 'Records: 0' is shown at the bottom right.

Check toggle box of following fields required for Permanent Record Card:

- Last Name (*)
- First Name (*)
- Middle Name
- Address
- Address Line 2
- City
- State
- Postal Code
- Home Phone
- Birth City
- Birth State
- Gender
- Ethnicity
- Language
- DOB
- Public School Name
- Public School District
- Public School County
- Denomination
- Congregations
- UD Ohio School Health History : Child lives with
- UD OH State Reporting : EdChoice Expansion
- UD OH State Reporting : Traditional EdChoice
- UD Student Information : Home Status
- UD Student Information : Extra-Curricular Programs
- UD Special Needs : Services Received
- UD Special Needs : Services Received 2nd
- UD Special Needs : Services Received 3rd
- UD Special Needs : Does this student have a Jon Peterson or Autism Scholarship?
- UD Special Needs : English Lang Learner Identified
- UD Special Needs : OHSAA Eligible
- UD Student Information : Graduate Next School

(*See next page for screenshots of Grid Edit Selection boxes.)

*FIELDS UNABLE TO UPDATE THROUGH GRID EDIT:

- **Parent/Guardian Information**
 - Parent Birth Place - Student Screen > Select Parent > Contact Tile > Contact > Phone and Email
 - Parent Religion - Student Screen > Select Parent > Religion
 - Parent Education - Student Screen > Select Parent > Education
 - Parent Occupation - Student Screen > Select Parent > Occupation
- **Student Information**
 - Student Sacraments- Student > Religion > Religious Event Entry
 - Student Entrance and Withdrawal - Student > Other Schools > Previous School Entry
 - Attendance- Automatically populated through attendance.
 - Graduation Date- Student > School > Graduation Date

Select Edit Fields

Template Name: Permanent Record Card [New Selection](#)

Search by name

- ☒ Last Name (*)
- ☒ First Name (*)
- ☒ Middle Name
- ☐ Preferred Name
- ☐ Title
- ☐ Suffix
- ☐ School UD ID
- ☒ Address
- ☒ Address Line 2
- ☒ City
- ☒ State
- ☒ Postal Code
- ☐ Country

Records: 240

[Cancel](#) [Save and Close](#)

Select Edit Fields

Template Name: Permanent Record Card [New Selection](#)

Search by name

- ☐ Email #1
- ☐ Email #2
- ☒ Home Phone
- ☐ Cell Phone
- ☒ Birth City
- ☒ Birth State
- ☐ Birth Country
- ☒ Gender
- ☒ Ethnicity
- ☐ Citizenship
- ☒ Language
- ☒ DOB
- ☐ Sub Status

Records: 240

[Cancel](#) [Save and Close](#)

Select Edit Fields

Template Name: Permanent Record Card [New Selection](#)

Search by name

- ☐ Class Of
- ☐ Placement
- ☐ Withdraw Reason
- ☒ Public School Name
- ☒ Public School District
- ☒ Public School County
- ☐ Public School State
- ☐ Locker1
- ☐ Locker2
- ☐ Automobile Make
- ☐ Automobile Model
- ☐ Automobile License
- ☐ Drivers License

Records: 240

[Cancel](#) [Save and Close](#)

Select Edit Fields

Template Name: Permanent Record Card [New Selection](#)

Search by name

- ☐ Drivers License
- ☐ Permit Number
- ☒ Denomination
- ☒ Congregation
- ☐ Faculty Advisor
- ☐ Student Mentor/Advisor
- ☐ UD Emergency Web Form : Lives With:
- ☐ UD Emergency Web Form : Parent 1 Carrier
- ☐ UD Emergency Web Form : Parent 2 Carrier
- ☐ UD Emergency Web Form : Medical Specialist
- ☐ UD Emergency Web Form :

Records: 240

[Cancel](#) [Save and Close](#)

Select Edit Fields

Template Name: Permanent Record Card [New Selection](#)

Search by name

- ☐ UD Technology, Internet, Handbook Web Form : Return Form Date
- ☐ UD Technology, Internet, Handbook Web Form : Family Last Name
- ☐ UD Ohio School Health History : Child's legal guardian
- ☒ UD Ohio School Health History : Child lives with
- ☐ UD Ohio School Health History : Child protective services
- ☐ UD Ohio School Health History : Case worker's name
- ☐ UD Ohio School Health History : Legal/Court system
- ☐ UD Ohio School Health

Records: 240

[Cancel](#) [Save and Close](#)

Select Edit Fields

Template Name: Type a Title to create a Template [New Selection](#)

Search by name

- ☐ UD OH State Reporting : Academically Eligible
- ☐ UD OH State Reporting : Disabilities
- ☐ UD OH State Reporting : Title 1 Eligible
- ☐ UD OH State Reporting : Ed Choice SSID
- ☒ UD OH State Reporting : EdChoice Expansion
- ☒ UD OH State Reporting : Traditional EdChoice
- ☐ UD Permissions : Chromebook
- ☐ UD Permissions : Handbook
- ☐ UD Permissions : Media Release Consent

Records: 240

[Cancel](#) [Save and Close](#)

Select Edit Fields

Template Name: Permanent Record Card [New Selection](#)

Search by name

- ☐ UD Student Information : Plan Date
- ☒ UD Student Information : Extra-Curricular Programs
- ☐ UD Student Information : Third Party ID
- ☐ UD Student Information : Video Release Consent
- ☐ UD NCEA Data Bank Summary : Title 1 Services
- ☐ UD Clever Integration : Clever Student ID
- ☐ UD Clever Integration : Clever Student Number
- ☐ UD Clever Integration : Clever Student State ID
- ☐ UD Clever Integration : Clever

Records: 240

[Cancel](#) [Save and Close](#)

Select Edit Fields

Template Name: Permanent Record Card [New Selection](#)

Search by name

- ☐ UD Special Needs : Disability Category
- ☐ UD Special Needs : Type of Plan
- ☒ UD Special Needs : Services Received
- ☒ UD Special Needs : Services Received 2nd
- ☒ UD Special Needs : Services Received 3rd
- ☐ UD Special Needs : MFE
- ☐ UD Special Needs : MFE Date
- ☐ UD Special Needs : ETR
- ☐ UD Special Needs : ETR Date
- ☐ UD Special Needs : Does this student have a Jon Peterson or Autism Scholarship?

Records: 243

[Cancel](#) [Save and Close](#)

Select Edit Fields

Template Name: Permanent Record Card [New Selection](#)

Search by name

- ☐ UD Special Needs : MFE Date
- ☐ UD Special Needs : ETR
- ☐ UD Special Needs : ETR Date
- ☒ UD Special Needs : Does this student have a Jon Peterson or Autism Scholarship?
- ☒ UD Special Needs : English Lang Learner Identified
- ☐ UD Special Needs : Services Received
- ☒ UD Special Needs : OHSAA Eligible
- ☐ UD Special Needs : Has the student been identified as having a disability that impacts their education through a district ETR?

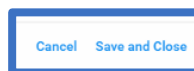
Records: 240

[Cancel](#) [Save and Close](#)

Select single **right-facing arrow** to move selections over.



Select **Save and Close** to save selections as template.



Once saved, form will open for staff to fill out for each student. Select Blue floppy disc at bottom of page to save changes.

