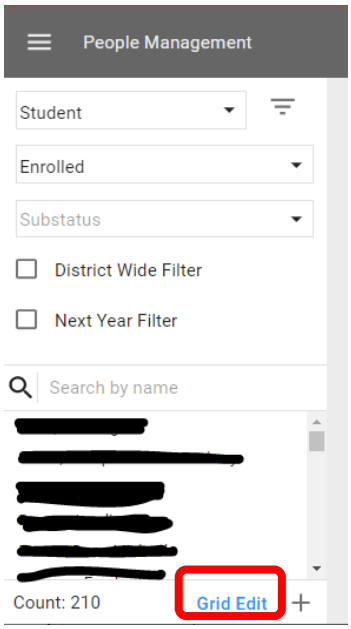
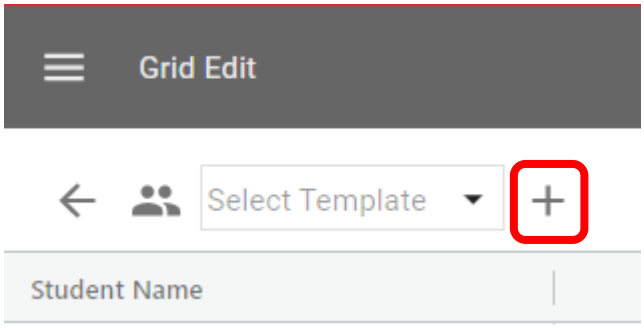
Diocese of Columbus- Permanent Record Card- Grid Edit

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.

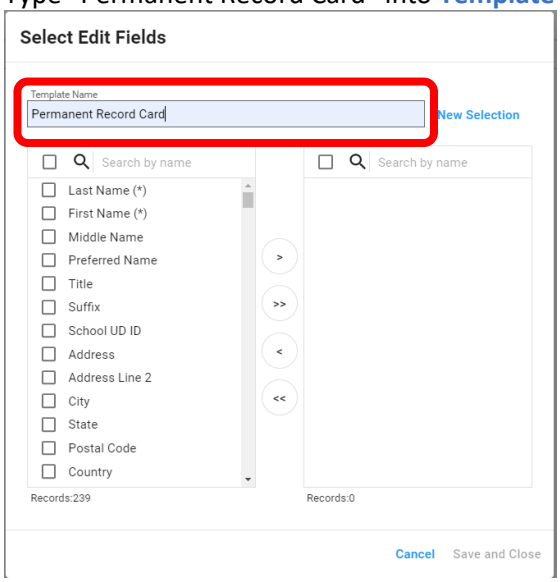
Within Student → **Grid Edit** → Select + sign icon to add fields.





Select Edit Fields window opens (pop up)

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



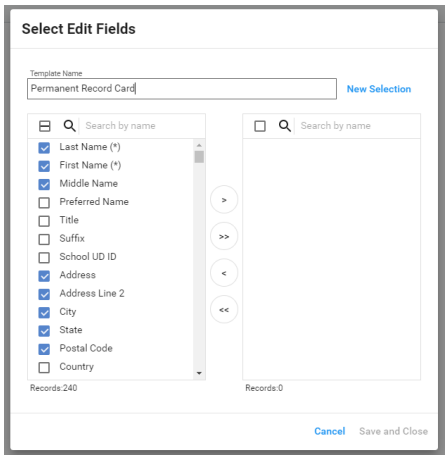
Check toggle box of following fields required for Permanent Record Card:

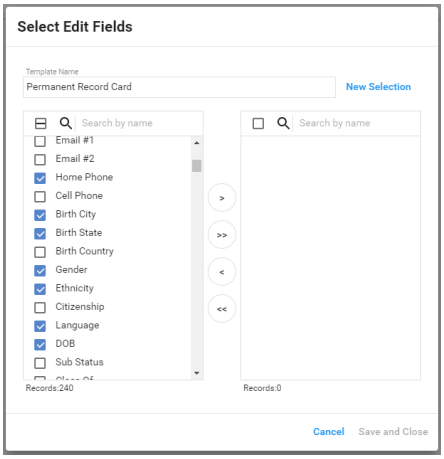
- Last Name (*)
- First Name (*)
- Middle Name
- Address
- Address Line 2
- City
- State
- Postal Code
- Home Phone
- Birth City
- Birth State
- Gender
- Ethnicity
- Language
- DOB
- Public School Name
- Public School District
- Public School County
- Denomination
- Congregations
- UD Ohio School Health 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

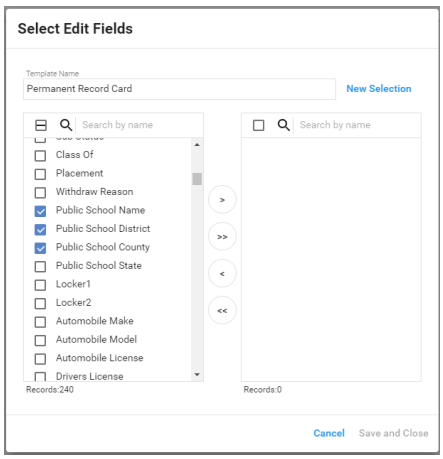
(*See next page for screenshots of Grid Edit Selection boxes.)

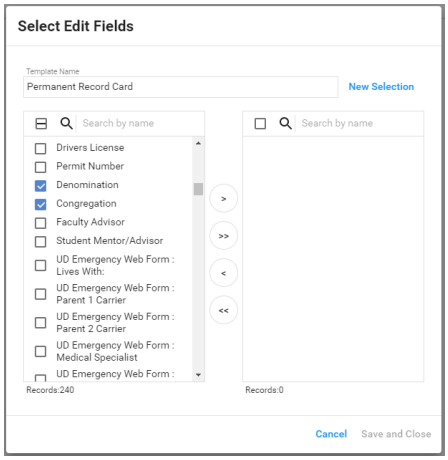
<u>*FIELDS UNABLE TO UPDATE THROUGH GRID EDIT:</u>

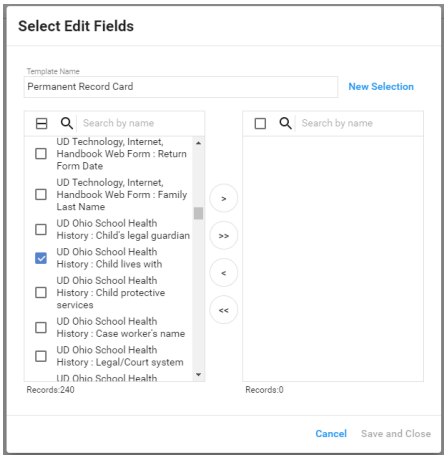
- **Parent/Guardian Information**
  - Parent Birth Place - Student Screen > Select Parent > Contact Tile > Contact > Phone and Email
  - Parent Religion - Student Screen > Select Parent > Religion
  - Parent Education - Student Screen > Select Parent > Education
  - Parent Occupation - Student Screen > 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

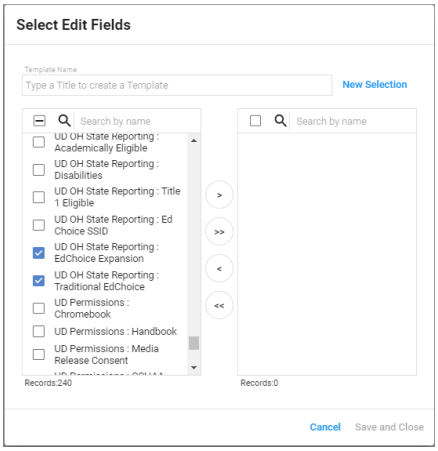


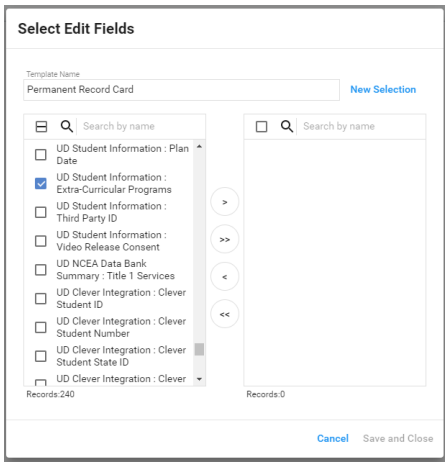


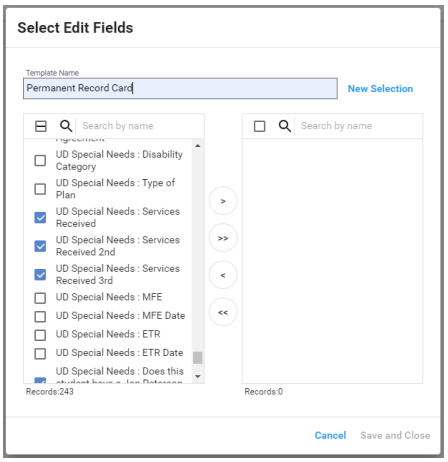


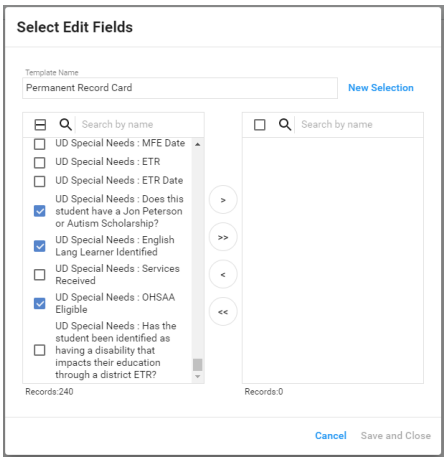






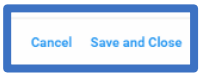






Select single **right-facing arrow** to move selections over.

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.