

Student 360 Mobile – Update Household Data

To schedule individual training for your district, contact SISTraining@tylertech.com.

Tyler SIS Student 360 Mobile Overview

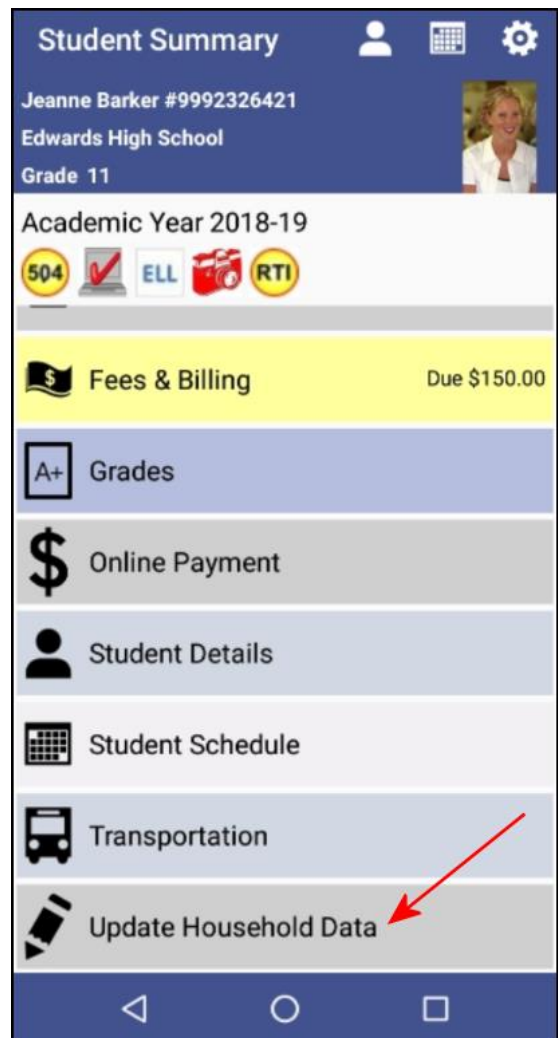
Tyler SIS Student 360 is available as both a web application and mobile app. Both the web and mobile versions can be used by parents, students, and staff. The mobile phone app version of Tyler SIS Student 360 is available on both iOS and Android. It can be downloaded from the Apple iTunes iOS App Store and the Google Play App Store. Details about all areas of the mobile app are available in another document. This document describes features used to update household data.

Updating Household Data on Tyler SIS Student 360

Rather than call or physically go to the school to update information about your household, submit updated information via the **Update Household Data** screen. These submissions are then processed by the district, so they may not take effect immediately.

Log in and access the Student Summary of a student. Swipe up to scroll to and tap **Update Household Data**.

The data that may be added/edited is specific to the signed-in district (where your students are enrolled). The editable data and fields may differ from the examples that follow.



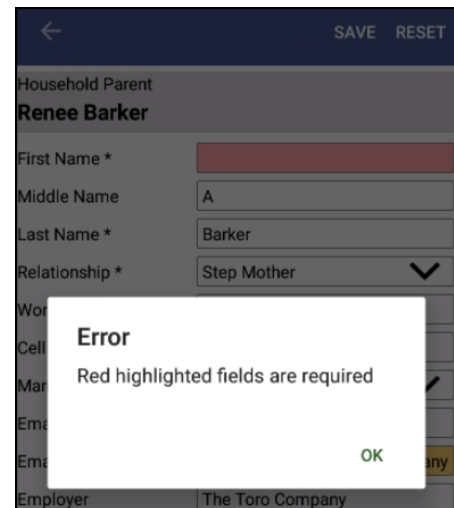
Features/Navigation

To update information about your household, tap the desired form:

- **Household Parents** – Parents who live in the household and their relationships to each student.
- **Household Addresses** – The address information for the students' household parents.
- **Student Information** – The students' names, birthdates, ethnicity and race information, and other student-specific data.
- **Emergency Contacts** – Add or edit emergency contacts for each student with contact data such as relationship, phone number, calling order (priority), and whether the contact may leave with the student.

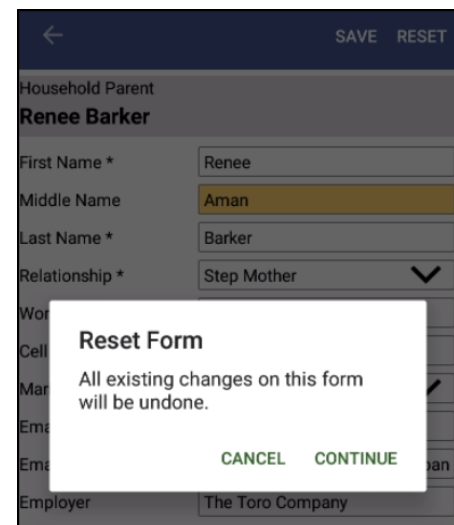


Some forms have required fields, which are indicated by an asterisk (*) next to each one. If you tap **Save** but did not complete a required field, an error message displays; tap **OK**, supply the information, and tap **Save**.



As you work, the data that is changed is highlighted in orange.

- Tap **Save** above the form to save your changes.
- Tap **Reset** and **Continue** to cancel changes made on a form and revert to the original entries.
- If no changes are needed, tap the arrow at the top left to go back to the list of editable forms.



Household Parents

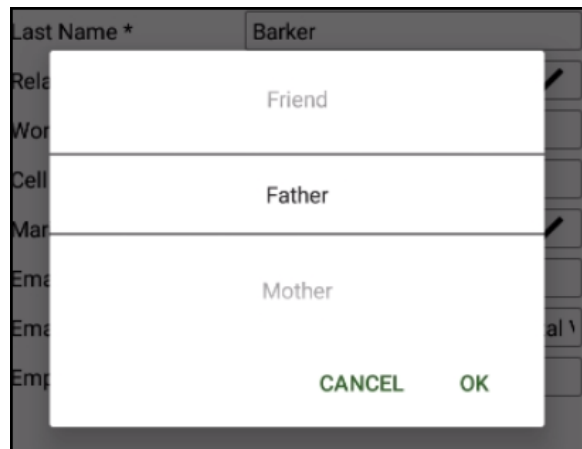
When Household Parents is selected, the current list of Parent(s) who live in the household is displayed. Tap a parent to display their current information.

Note that fields with a drop-down arrow are linked to a list of allowed entries. Tap to display the entries, swipe to scroll to the correct entry, and tap **OK** to select the entry.



 A screenshot of the 'Household Parent' form for 'Joe Barker'. The form has a blue header with a back arrow, 'SAVE', and 'RESET' buttons. The form fields are:

- First Name *: Joe
- Middle Name: R
- Last Name *: Barker
- Relationship *: Father (with a dropdown arrow and a red arrow pointing to it)
- Work Phone: (empty)
- Cell Phone: (555) 314-6541
- Marital Status: Married (with a dropdown arrow)
- Email: joe@barker.com
- Email Work: JoeBarker@Wells Fargo Capital \
- Employer: Wells Fargo Capital VII



Ensure that the required fields marked with an asterisk (*) have been completed. Tap **Save** above the form to save your changes (or **Reset** to discard the changes).

Note: The data layout/fields are specific to the signed-in district (where your students are enrolled). The editable data and fields may differ from the examples shown.

Household Addresses

When Household Addresses is tapped, the current address information for the students' household is displayed.

Parents must have a Primary Residence address but may optionally have a Preferred Mailing Address that differs from the address of the primary residence. For example, mail delivery to a PO Box rather than the primary residence.

Ensure that the required fields marked with an asterisk (*) have been completed. Tap **Save** above the form to save your changes (or **Reset** to discard the changes).

Household Address	
Primary Residence	
House #	236
Direction	W - West
Street *	BROADWAY
Street Type	
Apt/Lot	3B
City *	Edward
State *	MO
Zip Code *	63111
Home Phone1	(555) 314-2828
Home Phone2	
Home Language	
Send Mailings In	English
Preferred Mailing Addresses	
Address Line1	552 SW Rainbow Dr
Address Line2	
Address Line3	
City	Edward
State	MO
Zip Code	63111

Note: The data layout/fields are specific to the signed-in district (where your students are enrolled). The editable data and fields may differ from the examples shown.

Student Information

When you tap Student Information, if more than one student is associated with the household, tap to select a student; otherwise, the student information of a single student displays. Tap the field to edit or enter the data.

For the slides in the Race area, swipe right to activate (yes) or left to deactivate (no). At least one entry is required but multiple may be activated.



Ensure that the required fields marked with an asterisk (*) have been completed. Tap **Save** above the form to save your changes (or Reset to discard the changes).

Note: The data layout/fields are specific to the signed-in district (where your students are enrolled). The editable data and fields may differ from the examples shown.

Emergency Contacts

Tap Emergency Contacts to add or edit emergency contacts. Tap **Add Contact** to create a new contact record or tap the name of an existing contact to edit. Note that the example shown includes a contact that had been marked to be deleted (Delete Emergency Contact was tapped), but has not yet been processed by the district.

The screenshot shows a form titled "DELETE EMERGENCY CONTACT" with a blue header containing a back arrow, "SAVE", and "RESET". Below the header, the text "Emergency Contacts" is followed by the name "Lisa1 Barker". The form contains the following fields:

- First Name *: Lisa1
- Middle Name: T
- Last Name *: Barker
- Calling Order: 1
- Relationship *: Aunt (with a dropdown arrow)
- Home Phone: (555) 497-5232
- Cell Phone: (555) 314-6982
- Work Phone: (555) 347-6133
- Address: (empty)
- City: (empty)
- State: (empty)
- Zip Code: (empty)
- Comment: Dad's Sister
- Do not allow to leave with student:

The screenshot shows a list titled "Emergency Contacts" with a blue header containing a back arrow and "ADD CONTACT". The list contains two entries:

- Lisa1 T Barker**
Aunt
- Allen11 Say Samuels**
Friend (Marked for Deletion)

Ensure that the required fields marked with an asterisk (*) have been completed. Tap **Save** above the form to save your changes (or **Reset** to discard the changes).

Note: The data layout/fields are specific to the signed-in district (where your students are enrolled). The editable data and fields may differ from the examples shown.

Submitted Changes

After changes have been saved, the Student Summary screen Update Household Data tile shows **Changes Pending**. Once your edits have been processed, the text is removed. If for some reason your forms require revision, the school will contact you and the text turns red. Simply update the data and re-submit.

