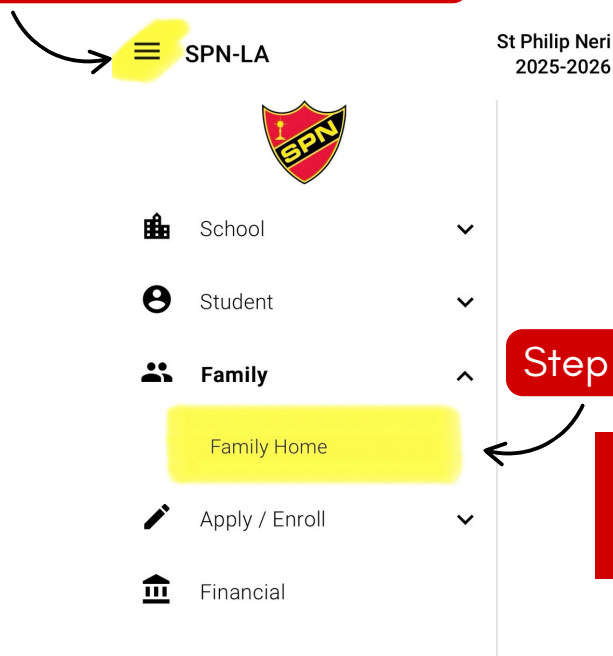


EXTENDED CARE: LOCATING YOUR INDIVIDUAL ID NUMBERS:

Step 1: Click on the Menu



Step 2: Select "Family" & then "Family Home"

*To remove the menu from view, make sure to click on the menu button again if you are viewing on your phone.

Step 3: Select a PARENT from the drop down box.

NOTE: Do NOT select a student.

A screenshot of the "Family Members" form in the SPN-LA application. The form has a header "Family Members" with a person icon. Below the header is a yellow highlighted drop-down box. To the right of the drop-down box is a "Contact Info" section with a pencil icon. Below the drop-down box is a "Name:" label. Below the "Name:" label is a yellow highlighted "ID Number: System:" label. Below the "ID Number: System:" label is a "Work:" label. Below the "Work:" label is an "Email Address:" label. At the bottom of the form is a "Preferences" section with a pencil icon. The "Preferences" section contains a table with the following data:

Preferences	
Auto Email Gradebook Progress Report	0
Directory Block: Name	No
Directory Block: Address	No
Directory Block: Home Phone	No
Directory Block: Cell Phone	No
Directory Block: Email	No
Donor Synch. Block	No
Parent Alert Home Phone	No

Step 4: The PARENT'S ID # will be listed after the word "System"

NOTES:

- Please make note of this number as it will be used by extended care daily.
- There is no need to know the student ID as this will not be used for extended care.
- If you are in need of an ID number other than a parent for an authorized Pick Up Adult, please contact the office 887-5600.