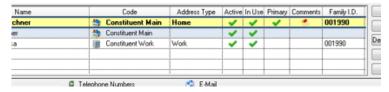# How does a family flow through the system?

General flow Student Record **MUST** originate in Admissions to have them flow through the applications to our Alumni New Family function. If a student originates / or address is created outside the Admissions module during the enrollment process this will NOT come to Alumni and will have to be manually created then linked to the student record.

RG/AR – You cannot create an address in here after the child record as already been accepted and expect it to flow to the new families window. You would have to create the address in Alumni then search student families to link the family id.

Alumni can create addresses, but this does not transfer to the Business Side unless you are updating an existing address that has a family id link attached. It does let the business side know by showing the 1 unlinked address link that they can check off and bring into the module. From the student parent application after bringing in the unlinked address you would go to the general tab and check off all business office checkboxes to make this address available across all modules.

If there is a family id link all address contact info (NOT SALUTATIONS need to be done separately – these not linked) will update across all linked modules.