How to link a Summer School ID to Student ID

The ID's will be different – usually we suggest using the regular student ID with an S at the end or in front.

The system still knows they are the same student, though. So if you change a students name or address or ethnicity on their regular school record, the summer school record also changes.

To confirm that the regular/summer records are linked: First make sure both records have the same family ID Then, open the student record that has the "best" biographical info – basically the first 4 tabs of the student record.

Once you're in the record you like, go to All Accts tab – there's a grid near the top, you should see something like this:

1. If the Summer Record is listed as a Sibling instead of a linked account, use the highlighted Link button to merge.

2. All Accounts Link

3. Choose ID/ Last name

4. Select OK

Click OK to confirm