

# 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 student's 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:

Student Maintenance - (Amber Barbara Adams)

Name | Address | Info1 | Info2 | All Accts | Registrar | Schedule | Grades | History | GPA | Attendance | Program | Medical | Media | Custom | Comments | Web ID

Student's Accounts

	I.D.	Student Group	Grade Type	Grade	School	
*	0002255	Current Summer		5	SUMMER	<a href="#">Link</a>
						<a href="#">Unlink</a>

Siblings For Account Selected Above

Family I.D.	I.D.	Name	Student Group	Grade	Grade Type	School
ROBS01	ROBS012	Gloria Nicole Adams	Student	6		Middle
ROBS01	0002256	Sharon Barbara Adams	Past Summer	5		SUMMER
ROBS01	ROBS011	Sharon Barbara Adams	Student	6		Middle
ROBS01	0003047	Teresa Linda Adams	Current Summer	6		SUMMER

OK Cancel Print Delete

NUM

Student Maintenance - (Simone Bross Barral)

Name | Address | Info1 | Info2 | All Accts | Registrar | Schedule | Grades | History | GPA | Attendance | Program | Medical | Media | Custom | Comments | Web ID

Student's Accounts

I.D.	Student Group	Grade Type	Grade	School
ABAR011	Summer	Full Day		BPMAS
BARR011	Student	Full Day	PS	BPM

Siblings For Account Selected Above

Family I.D.	I.D.	Name	Student Group	Grade	Grade Type	School
BARR01	ABA1	Simone Barral	Summer			BPMAS

Student Search

Search For: ABA1

Last Name / I.D. / Group / Class Year

Name:  Student  Father  Mother

Sort By:  Last Name  First Name  I.D.

Sort Order:  Ascending  Descending

Show School: [All] Show Group: Summer

Name	I.D.	Group	Sex	Grade	Class
Taggart Ember Abraham	SABR011	Summer	M	PS	2019
Nysha Agrawal	SAGR011	Summer	F	TDLR2	2022
Jane Elizabeth Allen	SALL011	Summer	F	PS	2021
Anais Noelle Alvonte	AALM011	Summer	F	PS	2025
O samuzinsen Alonge	AALD011	Summer	F	PS	2027
Simone Barral	ABA1	Summer	F		
Simone Bross Barral	ABAR011	Summer	F		2020
Isla Gray Bartholomew	ABAR021	Summer	F	TDLR2	2022
Luna Bastos Bernardo	ABAS011	Summer	F		2023
Joseph Batty	SBAT011	Summer	M	TDLR2	

OK Cancel

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

Link Confirmation

 You are about to link ID: ABA1 to ID: ABAR011. Student ABAR011 is the Student Master record and will overwrite the shared fields on ID: ABA1. Please refer to your documentation for a list of Student Master fields. Would you like to continue?

Yes No

Click OK to confirm