

Accessing Family Information

The Family Information screen is where you can edit any information that applies to the whole family, such as address / phone numbers and contacts. To access the Family Information Screen – do the following:

- 1) Highlight the child
- 2) Click on the **Services** tab
- 3) the **Application** tab
- 4) Click on the blue **Family Information** link

The screenshot displays the ChildPlus.net interface. On the left, a list of participants is shown, with Leonora Bonham highlighted. The main area shows the profile for Leonora Bonham, including her name, gender (Female), date of birth (4/01/11), age (4y 5m), and CPID (224131). Below this, there are tabs for Application, Enrollment, Family Services, Health, Immunizations, Disability, Education, Attendance, and PIR. The 'Family Members' section lists Mark Bonham (Primary, Adult, Male, DOB 5/09/83, CPID 224124) and Leonora Bonham (4y 5m, Child, Female, DOB 4/01/11, CPID 224131). The 'General Information' section contains a form with the following fields:

Adult or Child ^{PIR}	Child	ChildPlus ID	224131
First Name	Leonora	Birthday	4/1/11
Last Name	Bonham	Gender	Female
Suffix		Race ^{PIR}	Unspecified
Languages	Language: English, Proficiency: Proficient	Hispanic ^{PIR}	Yes
	Primary: <input checked="" type="checkbox"/>	Groups this family member belongs to:	< No Groups >

This is the screen where you can edit addresses, phone numbers and contact information for the family.

Participants (146) Change List

Bashaw, Cordelia M.	5/25/11
Beltran, Johnson	3/19/11
Bernal, Janell	8/26/11
Billings, Jennifer	1/12/11
Billingsley, Milagro	1/11/11
Birdwell, Karissa	11/25/10
Birt, Korey M.	6/21/08
Blanchard, Mark A.	9/11/10
Blaylock, Nathan	3/18/11
Blue, John J.	3/04/11
Boettcher, Brendan L.	12/16/10
Bonham, Leonora	4/01/11
Bonham, Sol	11/08/11
Breazeale, Dana	2/04/11
Bridges, Billy	4/23/11
Bridges, Christina	4/23/11
Brown, Kennedie	3/16/11



Leonora Bonham

Female DOB: 4/01/11 4y 5m CPID: 224131

Application Enrollment Family Services Health Immunizations Disability Education Attendance PIR

Family Members

Family Information							FamilyID	76752
	Mark Bonham	Primary	Adult	Male	DOB	5/09/83	CPID	224124
	Leonora Bonham	4y 5m	Child	Female	DOB	4/01/11	CPID	224131

Add an Adult

Add a Child

Phone Numbers, Addresses

Phone Numbers	Cell Phone	(555) 778-6405	Mom	Primary
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Add, Edit or Delete Phone Numbers here.

Add Phone Number Edit Delete

Click on Change Living Address

Select:

- Add New Address
- Edit Current Address

You will then be able to add a new address or edit an existing address.

Current Living Address

Current Mailing Address

Same as living address

Started living at address Change Living Address

Living Address	5550 Chamblee Dunwoody Rd
Address Line 2	
Zip	30338
City	Dunwoody
State	GA
County	DEK

Contacts can also be managed at the bottom of the screen

Emergency Contacts and Release Authorizations

Family's Contacts			Emergency	Release To	Do Not Release To
Mitch Whelan	(555) 279-1655	Uncle	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Percy Westerfield	(555) 135-7989	Grandmother	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Add Contact](#) [Edit](#) [Delete](#)