

STUDENTS • GUARDIANS • HOUSEHOLDS

Keep the people behind the records connected

The ground that everyday school work stands on.

A student's record means more when it stays joined to the people who care for that child. Defero links students, guardians and households, giving the office and faculty one shared starting point for contact details, classes, attendance and reports.

See the family whole

Family relationships live in linked guardians and households. Siblings join the household that already exists, rather than a separate family entry for each child.

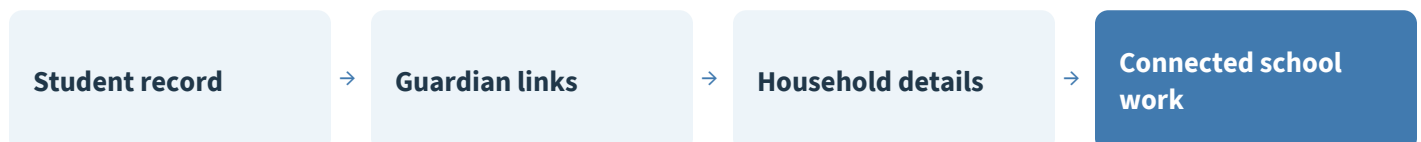
Find the next detail nearby

Move from a student's record to their classes, attendance and reports without leaving the page. What belongs together stays within reach.

Let communication follow

Current guardian links, grade placement and contact details are what let an email group find the right families on its own.

How it connects



FICTIONAL EXAMPLE

Two siblings, one updated household

A fictional family has two children at the school. When they move house, one change to the shared household is enough; there is no second copy of the address to catch up. The office still looks over each guardian's own contact details and each child's links, so access and communication stay right.

Begin by looking over one grade's family links and contact details.

HOW IT WORKS, STEP BY STEP

Keep each detail where it belongs

The student record holds the child, each guardian record holds one adult's contacts, and the household holds what the family shares.

1 Look over the student

Open the child from Students. An administrator can correct the student's details and grade placement. Make sure the record reflects the school's current arrangements before other work leans on it.

2 Check the guardian links

Confirm which guardians belong with the student. These links decide who can see the child's information and which families a grade email reaches. When a sibling joins, look for the existing household before making another.

3 Tend the household and contacts

Staff can open Households under People on desktop. Linked guardians can use Home → Household → Edit to update their household details and their own contact information. Changes to family relationships and account access stay with the school.

4 Let the rest of the school draw on it

Return to the student record for classes, attendance and reports. Let current family and grade records carry your communication. Look over access and contact details whenever a family's circumstances change.

A move affects more than an address

Fictional example: a guardian changes email and the family moves home. The new email belongs in that guardian's own record, the new address in the shared household. If a child also changes grade, an administrator makes that change separately. Each correction tends a different part of school life.

PUTTING IT INTO PRACTICE

Make care for the records a shared habit

A little regular attention spares confusion across much of the school year.

At the start of the year

Confirm grade placement, guardian links and household contact details. Invite families to look over what they can edit themselves, and give them a clear way to tell the office about a relationship or access correction.

When a family's circumstances change

Update the record soon after. A new phone number, a changed email address and a new guardian relationship are different changes; tending each affected record is more dependable than keeping a separate contact list current.

When staff need the fuller picture

Turn to the student's connected sections rather than gathering separate copies for each task. Which sections appear depends on the school's setup and the person's access. Sensitive corrections and family-link changes rest with administrators.

A short record review

- ☐ Is the student in the right grade?
- ☐ Are the intended guardians linked?
- ☐ Are household and individual contact details current?
- ☐ Can the family see the children they should see?

Well-tended records make the next piece of school work lighter.

Next: School Communication shows how current records carry email to the right families and keep a shared message history.