

# Family Record, Child Tab - Add Sibling

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If a staff or admin user has access to the family record screen and the ability to add a sibling, they will be able to add a child for a parent.

The admin or staff user would go to the family record and then select the Children tab, then select Add Sibling-

The screenshot shows the top navigation bar for the 'Doolittle Family' with Family ID 320241. It indicates 1 student(s) and a Regular Statement Type. A balance outstanding of 375.00 is shown, along with a link to 'Add/View Journal Notes'. Below this is a menu with tabs: Summary, Family, Children, Parents, Third Party, Volunteers, Communication, Auto-Pay, Vacation, Financials, Receipts, and Merge. The 'Children' tab is active, displaying a profile for 'Eliza Doolittle', Age 7. A red bar is visible below the profile. On the right side of the profile, there is a button labeled 'Add Sibling' with a mouse cursor hovering over it. Below the profile, there are tabs for 'Admission/Personal', 'Doctor/Health', 'Program/Room Assignment', 'Calendar View', and 'More'.

A blank child record will display, once detail has been entered, press save to complete, any field with a star is a required field.

The screenshot shows the 'Add Sibling' form in the 'Children' tab. A 'New Sibling' button is visible in the top right corner. Below the profile header, there are tabs for 'Admission/Personal', 'Doctor/Health', and 'Program/Room Assignment'. The 'Admission/Personal' tab is active, showing two main sections: 'Personal Information' and 'Admission Child/Student ID:'. The 'Personal Information' section includes fields for Last Name (Doolittle), First Name, Middle Name, and Preferred Name, with stars indicating required fields. The 'Admission Child/Student ID:' section includes fields for Status (Active), Enrollment Date, Start Date, and Withdraw Date, also with stars indicating required fields.