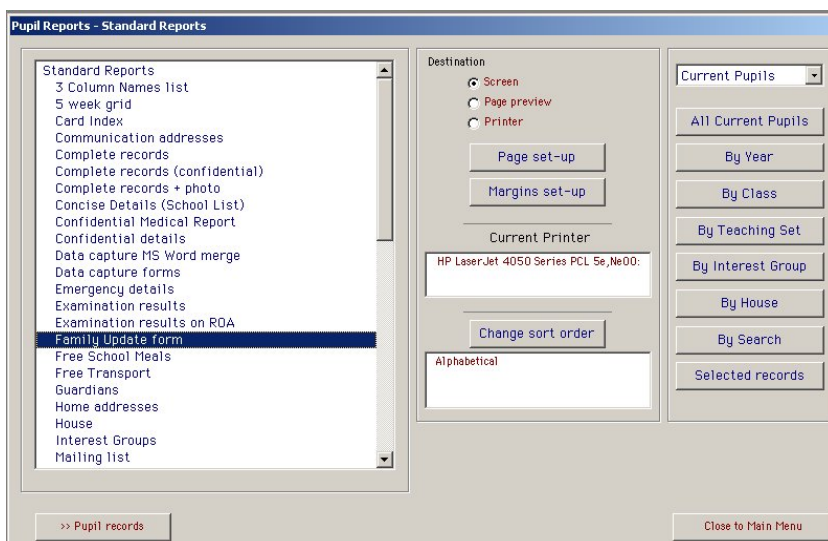


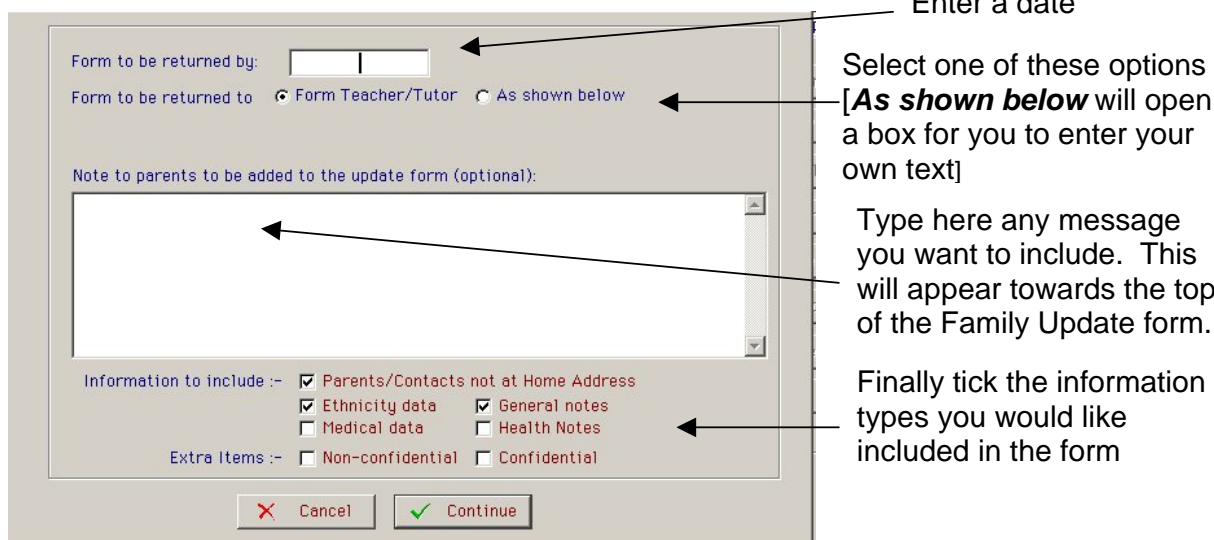
Phoenix Gold – Family Update Form

From time to time it is necessary for schools to check on the accuracy of the basic pupil data which is held within school systems. This process normally requires the sending of letters to parents and/or guardians, allowing them to audit/verify the data. On return school staff can then apply any changes to pupil records within Phoenix Gold. The **Family Update Form** enables this process to be standardised and streamlined.

1. From **Main Menu** go to **Pupil Reports** and click on **Standard Reports**
2. Select **Family Update form** as shown below



3. Follow any displayed instructions and click **Continue** to complete your Pupil Selection.
4. The following form will then be displayed.



Form to be returned by:

Form to be returned to: ☐ Form Teacher/Tutor ☒ As shown below

Note to parents to be added to the update form (optional):

Parents Note: It is important that information held in school records is correct particularly in the event of an emergency.

Information to include :- ☒ Parents/Contacts not at Home Address ☒ Ethnicity data ☒ General notes ☒ Medical data ☐ Health Notes

Extra Items :- ☒ Non-confidential ☐ Confidential

5. Clicking **Continue** will then produce the Family Update Forms. A sample is shown below.

West Norfolk Infant & Nursery

30th December 2003 at 12:55

Dear Mr & Mrs Rodent,

The following information about your child/children is held on the school's computer. Please check the information and make any corrections that are necessary on the form. The form should be returned to School Office by 31st January 2004.

Parents Note:- It is important that information held in school records is correct particularly in the event of an emergency

PLEASE TICK: CORRECTIONS MADE ☐ NO CORRECTION NECESSARY ☐

NAME	M/F	CLASS	YEAR	DATE OF BIRTH
Mickey Mouse Rodent	M	2	3	29 07 95

Doctor Dr C Connolly Tel: 01553 692333

Address Southgates Medical Centre, 41 Goodwins Road, King's Lynn,
Norfolk

Tel. No. 01553 692333

Medical Codes Glasses

Ethnic Origin White British

Home Language English

Religion Christian

Mobile No. -

Email Address mickeymouse9@yahoo.com

Pupil

Date of Tetanus 28 11 1995

Lunch brought own food

Transport Space Ship

Parish Gaywood

Date Pupil Transferred

Military Camp Other

NOTES

Mr & Mrs R Rodent 26 Skirting Board Road, Country Farm Estate, West Gayton, Norfolk PE39 6MM

Father mobile 07895 312256

Mother mobile 07786 416599

Father email (Home) roger99@hotmail.com

Father email (Work) roger@bigr.co.uk

Mother email (Home) deloresa@yahoo.com

Mother email (Work) drodent@charlies.co.uk

Father & Mother Home Tel N°: 01763 440123

Emergency contacts Father Tel: 01763 394051 The Big 'R' bike shop

Middle Church Alley

Kings Lynn Mother Tel: 01763 990321 Charlies Biscuit Works

Southtown road

Kings Lynn