

LUMEN WEBSIS

Setting up the options below will allow two report cards, labels and other notifications to be sent to parents/guardians of a student with different addresses.

Go to Student Enrollment > Student Demographics > Search for the student (if already in the system – if not Add New)

Under the Guardian Tab – Click Add New

Add each person you wish to receive student's documents separately by clicking "Save and Add" after each guardian entry. Each entry must have the option "SEND POST OFFICE MAIL CORRESPONDENCE" selected as "YES".

The screenshot shows the 'Add/Edit Guardian' form in the Lumen WebSIS interface. The form is divided into two main sections: 'General Information' and 'Contact Information'. In the 'General Information' section, the 'Send post office mail correspondence' dropdown menu is set to 'Yes' and is circled in black. An arrow points from the right side of the screen to this dropdown. The 'Contact Information' section includes fields for Address, City, State, Zip Code, Home Phone, and Mobile Phone. The 'Add/Edit Student' form is also visible in the background on the left.