

How to ... Add a New Child

Notes: Children's details are imported from your MIS or they can be added or updated in Tiny Tracker

You will require Administrator Privileges to manage Children's Details.

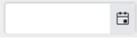
1. Adding a New Child

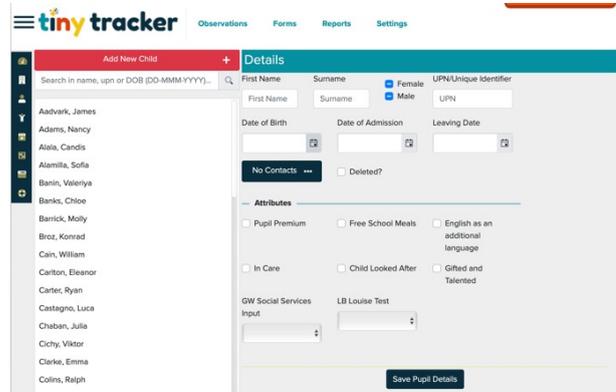
Select 

Complete the following fields for your new child:

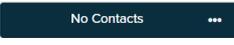
- First Name and Surname
- Gender
- UPN (if known)
- Date of Birth
- Admission Date

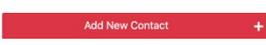
Leaving Date

Note:  is usually left blank until the child has left your organisation.



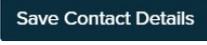
2. Adding Children's Contacts Details

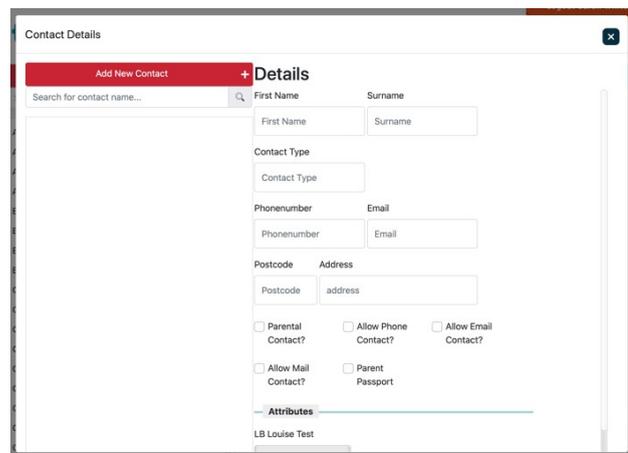
Select  to add or edit a child's contacts.

Select  to add a new contact

Note: Tiny Tracker will use this information to share the child's Learning Journey and Achievements through the Parent Passport, if you have this switched on.

Input the contact's main details, then use the check boxes to add enhanced information. For example, whether they have granted permission to be contacted by email, or if they have been granted access to the Parent Passport.

Select  to confirm changes.

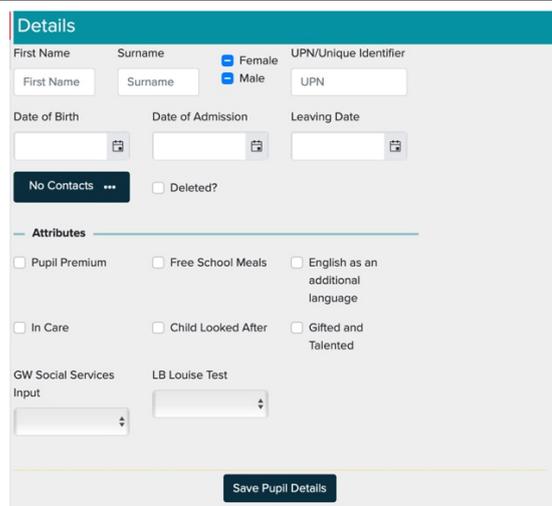


3. **Additional Information**

Further information about each child can be added in Attributes.

Note: To customise attributes see Help Sheet How to ... Create Attributes

Select 



Details

First Name Surname Female Male UPN/Unique Identifier
 First Name Surname UPN

Date of Birth Date of Admission Leaving Date

Deleted?

Attributes

Pupil Premium Free School Meals English as an additional language

In Care Child Looked After Gifted and Talented

GW Social Services Input LB Louise Test