

KinderTrack – Parent Search

- A** Press **Search** under **Family**.



- B** Select the **Parent** radio button.

Select: ☒ Parent ☐ Child ☐ Family

- C** Enter your desired search criteria.

A form for entering search criteria. It includes a 'Select' section with radio buttons for 'Parent' (selected), 'Child', and 'Family'. There are input fields for 'Last Name', 'First Name', 'Phone', 'Work Phone', and 'Alternate Phone'. Other fields include 'Parent SSN', 'Family Status' (with a 'Select >>' link), 'Family Type' (with a 'Select >>' link), 'CIN', 'Date of Birth' (with a calendar icon), 'Parent Flags' (with a 'Select >>' link), 'Need Reason' (with a 'Select >>' link), and a 'District' dropdown menu currently set to 'Alamo'.

- D** Press **Search**.

- E** Parents who meet the search criteria are displayed in the **Search Results**. Click on a parent's name in the **Parent Name** column to navigate to the corresponding Parent Record page.

Search Results: 1 item found

	Summary	Case Number	Family Name	Parent Name
<input type="checkbox"/>	Summary (9)		Stark	Stark, Jill
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- F** Press **Clear** to clear the search criteria previously entered and begin a new search.