## Parent App Lite Housekeeping



## **SIMS** Accredited Support

## Parent App Lite Housekeeping

- Run Duplicate Contact report and deal with/delete unlinked contacts
- Import and editing of PAL Letter to parents etc. (add school headers/footers etc.)
- Check each parent has an email address/run report and advise school of those missing and that they are all marked as Primary
- Check and remove duplicate telephone and email addresses stored incorrectly in section 4 of a pupil record
- Import and run the estranged parent report (school/us to check) and amend
- Edit contacts details so they are not shown in the app (home address can be disclosed / school to advise)
- Import, run and check the Sibling link report (check surnames on SIMS and same address on report)
- Personalize Parental Consent Lookup table to match school requirements
- Personalize Dietary Needs Lookup table to match school requirements
- Personalize Medical Conditions Lookup to match school requirement

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