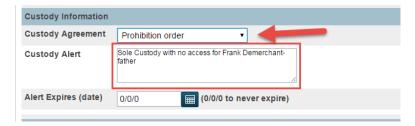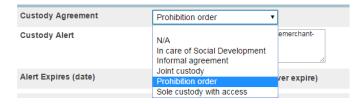# Custody Alert Report and Contact Communications Page

A student will have this Custody Information Alert if one has been set on the student demographics page

When adding an Alert Schools should assure they complete the information by selecting the appropriate pull-down and adding necessary details.
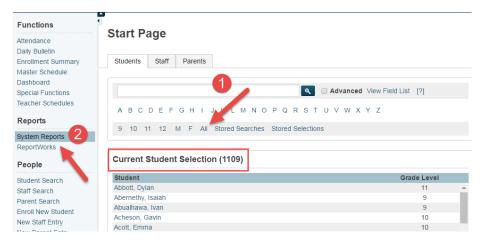

A Mother, Father or Guardian should only be removed from Contact Communication Page if there is an order on file. Parents with Joint Custody or shared living should always both be communicated with by the school.
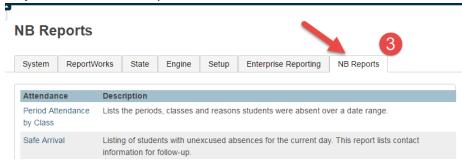
Running the Custody Alerts Report

Step 1: From the PowerSchool Homepage click on **All** and the Current Student Selection should indicate a number that reflects your school enrollment.
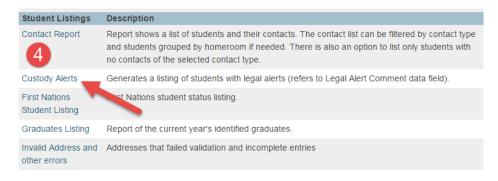
Step 2: With All students selected, click on System Reports in the left hand side navigation

Step 3: Choose the NB Reports Tab

Step 4: Scroll down to the Student Listings section and click on Custody Alerts Report

Step 5: Run the Custody Alerts Report for all currently enrolled students.
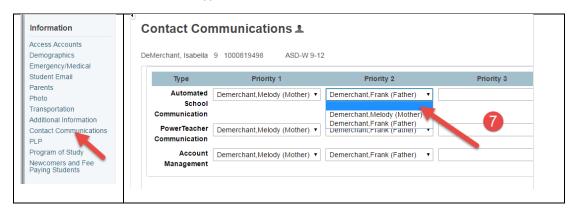

Step 6: Review the report and identify any student for whom communications contact to Mother, Father or Guardian should not occur. See example below.

Step 7: Based on the report, you will need to make necessary change on the students Contact Communication Page.   In the example above the mother has full custody and the father has no access.

From the PowerSchool homepage, select the student and click on Contact Communications and choose the blank box for each contact type.

When all fields have been set to blank, click Submit to save the changes.

If you want to add a different priority contact or additional priority contact, you have room for four, first step is to add them as contact on the Demographics Page. They would then be available in the pull-down menu on the Contact Communications Page.