

## How to Add a New Contact

goalview By PCG Education

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Jordan

A Summer Training School

HighSchool, Henry

Student Data

Documents

**Notice**

Referral

Prior Notice & Consent

Evaluation

Eligibility (converted)

IEP

Prior Notice Init Placement

Re-evaluation Data Review

Prior Notice Change Placement

Age of Majority

View Student Henry HighSchool

1. Select one of the forms that has a "Participants" page.

East Name HighSchool

Suffix

Nickname

Birthdate 7/1/1995

Gender Male

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Notice for Henry HighSchool

1. Meeting Info

**2. Participants**

3. Print

Save Cancel

Notice of Meeting for Henry HighSchool

Jordan School District

7387 S. Campus View Drive West Jordan, UT 84084

Phone: 801-567-8176 Fax: 801-567-8090

2. Select "Participants"

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Notice for Henry HighSchool

1. Meeting Info

**2. Participants**

3. Print

Contacts Save Cancel

Student:

Participant	Role	By	Status
HighSchool, Henry	Student	?	Will Attend

3. Select "Contacts"

https://goalview.com/ut/todo/iep\_v2\_support.asp?ndoc=400

1. New Contact  
2. Parent/Guardian  
3. Parent/Guardian

**Add New Contact for Henry HighSchool**

Relationship ?

First Name\*  
Last Name\*  
Mailing Address  
Mailing City, State, Zip  
Residence Address  
Residence City, State, Zip  
Home Phone  
Work Phone  
Cell Phone  
Fax  
Email Address  
Preferred Language\*

Custody  ?  Yes  No  
Receive Notification  ?  Yes  No

Save  
Save  
Save Changes  
Save & Close  
Cancel

**4. Enter "New Contact" information and "Save & Close"**

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Notice for Henry HighSchool

Notice 1. Meeting Info 2. Participants 3. Print

Contacts Save Cancel

**2. Participants**

Student:  
Participant  
HighSchool, Henry

Contacts:  
Participant  
 Henrietta HighSchool  
?  
?

**5. On the Participants page, Save again.**

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Notice for Henry HighSchool

Notice 1. Meeting Info 2. Participants 3. Print

Contacts Save Cancel

**2. Participants**

Student:  
Participant  
HighSchool, Henry

Contacts:  
Participant  
 Henrietta HighSchool  
?  
?  
Other  
Henrietta HighSchool  
Herman HighSchool  
Susie HighSchool

**6. Open new menu and select new contact; Save.**