



Enhanced Alumni Email Option for Student Rollover Process

PCSchool has added an additional option when rolling students into Alumni. With a growing number of schools offering students a “life-time” email address, this can now be carried through into their Alumni file instead of the current process of using the care-giver’s email address.

To change this setting, ensure that you are using PCSchool Version 2014.7.0.573 or greater. This setting must be made prior to the “End Of Year” rollover process.

Path: Utilities > System File Maintenance > tab 5 Settings

When transferring departed students to Alumni use which email address you require. Ensure this setting has been made prior to the “End Of Year” rollover process.

1.	Correspondent Email – this is who has been selected for the “Contact (Email) Option:” under the correspondence tab Student View > Address tab > Correspondence tab
2.	Student Email – this is the student’s email that appears under the Student View >Scholastic tab >Email
3.	Both – this will select both the “Correspondent’s and the Student’s Email. This will be included and separated by a semicolon. In the case of extremely long email addresses, one of the correspondence email addresses may be omitted.