

A FRESH LOOK AT THE MYSCHOOLFEES.COM SECRETARY'S MENU

Bill Tatton


FEATURES IN THE 2009-2010 UPDATE

- New options for Required Fee Collection
 - Must pay for all at once
 - Can pay individually
 - User can define the amount they wish to pay

- New options for AR Collection
 - Must pay for all at once
 - Can pay individually
 - User can define the amount they wish to pay


FEATURES IN THE 2009-2010 UPDATE

- Reserved Seating Customization
 - The ability to define seats to the seat name that is on your locations seating chart.

 - ACH Collection
 - Customized for a district in Alabama but useable anywhere
 - Benefits by allowing electronic check transactions
 - Only collected twice a month
- 

FEATURES IN THE 2009-2010 UPDATE

- Secretary Defined Security Level - Viewer
 - Office Aid or Student Aid
 - Can view and print but can make no changes
 - May view transactions, unpaid or paid fees, feegroups and fees

 - Forced AR's
 - Just like Forced Required Fees
- 

NOT IN THE 2009-2010 UPDATE

- Multi-Student Cart
 - In order to maintain the highest level of data integrity we made the decision to keep our transactions to two types
 - One Student
 - Other Payments
- If in the future we feel that we can accomplish the multi-student cart and maintain the highest level of data integrity we will implement it



THE BAD NEWS AND THE GOOD NEWS

- The Bad News
 - The new version is in an alpha stage
 - I'm not comfortable running a class using alpha software
- The Good News
 - The new version will be ready by July 1, 2009
 - In addition to major features there will also be a slightly improved user interface
 - I will be delivering an addendum to the standard manual when the update is published
 - If you wish to see the new version see me after class



SECRETARIAL PRIVILEGES

- How To Apply For Secretarial Privileges
 - Get your Secretarial Privileges
 - Register as a new user
 - Login and go to Your Home Page
 - At the top of the page click the Contact hyperlink
 - Click the Apply For Administrative Privileges hyperlink at the bottom of the Contact Page
 - Fill out the form that pops up and click the Submit button
 - You will be contact by MySchoolFees within 24 hours with news about your administrative request

PRIVILEGES CHANGE YOUR HOME PAGE

The screenshot displays the MySchoolFees application interface. At the top, there is a blue header with the "MySchoolFees" logo and a navigation bar containing links for "Information", "Contact", "Request Support", and "Sign Out". Below the header, the user's name "Bill Tatton's Home Page" is displayed. A dropdown menu is open, asking "What state is your school in?" with options for "ALABAMA", "MONTANA", and "UTAH". Below this, there is a "Manage Your Profile" section with links for "Edit Your Profile", "Change Your Password", "Secretary's Menu", "District Menu", and "Administrator's Menu". At the bottom of the form, there are input fields for "Support Mode", "Submit User Email", and "Mockup Student ID", along with a "Submit" button. The footer contains contact information: "Sales Inquiries : sales@myschoolfees.com", "Support : Request Support", and "Version AJAX 1.99024 SV Summary".

HOW TO USE SUPPORT MODE

Put a parents name in the Support Mode textbox

The screenshot shows a web form with the following elements:

- A text input field labeled "Support Mode" containing the text "bill@tesssoftware.com".
- A button labeled "Submit User Email".
- A text input field labeled "Mockup Student ID" which is currently empty.
- A button labeled "Submit".

Below the form is a blue footer bar with the following text:

- Sales Inquiries : sales@myschoolfees.com
- Support : [Request Support](#)
- Version AJAX 1.99024 [SV Summary](#)

YOU ACTUALLY SEE WHAT THE PARENT SEES

The screenshot shows the "MySchoolFees" user interface. At the top is a blue header with the "MySchoolFees" logo and a navigation menu with links for "Information", "Contact", "Request Support", and "Sign Out". Below the header is a banner image featuring several people's faces. The main content area is titled "SUPPORT MODE Bill Tatton's Home Page". It contains a form with a dropdown menu labeled "What state is your school in?" with options "ALABAMA", "MONTANA", and "UTAH". Below this is a "Manage Your Profile" section with links for "Edit Your Profile", "Change Your Password", "Secretary's Menu", "District Menu", and "Administrator's Menu". At the bottom of the form is a "Support Mode" section with an "End Emulation" button, a "Mockup Student ID" input field, and a "Submit" button. The footer bar is identical to the one in the first screenshot.

IN SUPPORT MODE YOU WILL...

- Be able to view all students at any school
- See all the information they see about their students
- View the payment history
 - This is very helpful when a parent is claiming to have paid when they haven't



MOCKUP STUDENT ID

- Allows you to see exactly what is out on the web for a particular student
- How to do it
 - Select the school the student attends
 - Enter the student id in the Mockup Student ID textbox
 - Just click the submit button and you can view all the Requireds and Non-requireds that you have posted out to the web for that particular student



ACCESSING THE SECRETARY'S MENU

The screenshot shows the MySchoolFees website interface. At the top, there is a blue header with the text "MySchoolFees" and a navigation bar with links for "Information", "Contact", "Request Support", and "Sign Out". Below the header, there is a section titled "SUPPORT MODE Bill Tatton's Home Page". The main content area features a "Please select your school." section with three dropdown menus. The first dropdown menu is set to "UTAH", the second to "ALPINE", and the third to "AMERICAN FORK HIGH". Below this, there is a "Manage Your Profile" section with four links: "Edit Your Profile", "Change Your Password", "Secretary's Menu", and "District Menu". The "Secretary's Menu" link is highlighted with a black arrow. At the bottom of the main content area, there is a "Support Mode" section with buttons for "End Emulation" and "Submit", and a "Mockup Student ID" field with the value "900". The footer contains contact information: "Sales Inquiries : sales@myschoolfees.com", "Support : RequestSupport", and "Version AJAX 1.99024 SV Summary".


IMPORTANT CONCEPT

- There are many options and features that you can access through the Secretary's Menu however you do not have to set them up
- Many schools will never even touch the Secretary's Menu
- If you ever have questions about the Secretary's Menu please feel free to call Bill Tatton at 1(888)756-5333


THE TOP LEVEL MENU

- School Definitions
 - Define Web Fees
 - Define Default Tax Rate
 - Set Online Status
 - Show American Express Logo
 - Cutoff Date
 - Online AR Payment Cutoff Date
 - Online Registration Cutoff Date
 - Force Registration Fees

Continue...



THE TOP LEVEL MENU

- Notices
 - Define Refund Policy
 - Duplicate Emails
 - Notice On Email Receipts
 - Show American Express Logo
 - Notice On User Home Page
 - Online AR Payment Cutoff Date
 - Online Registration Cutoff Date
 - Miscellaneous
 - Do not set these up unless asked to by your tech
- 

SCHOOL DEFINITIONS >> WEB FEES

- Different Types Of Web Fees
 - Flat Fee Per Transaction
 - Every time a user pays they are charged a predefined amount. For example, every time a parent pays for a Student or a Public fee they are charged a \$1.00 web fee.
 - Flat fee per student
 - The first time a student goes to pay a fee they will be charged a one time fee. This will cover their web payment for the entire year.



SCHOOL DEFINITIONS >> WEB FEES

- Different Types Of Web Fees
 - Percentage Per Transaction
 - Each parent pays a flat percentage every time they make a purchase
 - Capped Percentage
 - Each parent pays a percentage of the purchase up to a certain amount. For example a fee could be setup to charge 3% of the purchase up to \$5.00 at which point the web fee would not increase.



SCHOOL DEFINITIONS >> TAX RATE

Experiencing problems with the **MENUS**? Please download and install the hotfix found [HERE](#) .

Define Tax Rate

Make Modifications

Tax		Bgl			<input type="button" value="Submit"/>
Rate	6.45000	- Select			<input type="button" value="Cancel"/>

ATTENTION : When printing from the Secretary's Menu, choose Landscape Orientation.

Here you define your states tax rate. It will never be used on Registration Fees. It will only be used on fees defined in the Secretary's Menu which are flagged to be taxed.

If you don't set this fee it defaults to 0.

SCHOOL DEFINITIONS >> ONLINE STATUS

- It Could Be Necessary To Take Your School Offline
 - If you are having a problem that you need to work out with TES.
 - Some schools take themselves offline during the summer.
 - Even though parents can not view the site. Users with Secretarial or Administrative Privileges can still view the school

SCHOOL DEFINITIONS >> SHOW AMERICAN EXPRESS LOGO

- This is only set if you have already been approved for American Express.
- All that this setting does is show the American Express logo.
- It DOES NOT mean you can take American Express.

CUTOFF DATE >> ONLINE AR PAYMENT CUTOFF DATE

Define AR and Fines Online Payment Cutoff Date

Cut Off Enabled :	<input checked="" type="radio"/> Yes <input type="radio"/> No
Cut Off Date and Time :	<input type="text" value="6/19/2009"/> 
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- This is used to define the last day the AR payments can be made.
- You do not have to set this setting

CUTOFF DATE >> ONLINE REGISTRATION CUTOFF DATE

Define Required and Non-Required Fees Online Payment Cutoff Date

Cut Off Enabled : Yes No

Cut Off Date and Time : 

- This is used to define the last day that Registration Payments may be made
- You do not have to set this setting

CUTOFF DATE >> FORCE FEE TYPES >> FORCE REGISTRATION FEES

- Forces the user to pay all students Required Fees before they can make any other purchase
- In the next release you will have the ability to Force AR's

Force Registration Fees

Required Fees are NOT FORCED

CUTOFF DATE >>
 NOTICES >>
 DEFINE REFUND POLICY

Define Refund Policy

Make Modifications

All refunds on MySchoolFees purchases should be handled at the school you purchased from.

Submit Cancel

- Forces the user to pay all students Required Fees before they can make any other purchase
- In the next release you will have the ability to Force AR's

CUTOFF DATE >>
 NOTICES >>
 DUPLICATE EMAILS

Duplicate Fee Emails

Add Remove

Fee: FOOTBALL - CLEATS Email: joecoach@slc.com

Add Cancel

- Sends a receipt to extra MySchoolFees.com user(s)
- This is great if you wish to send a teacher or coach a receipt when one of their items is purchased online.
- You can define more than one user to receive receipts. The number is unlimited.

CUTOFF DATE >>

NOTICES >>

NOTICE ON EMAIL RECEIPTS

Define Message On School Home Page

Show Message

Edit Message

IMPORTANT NOTICE!!

PTO could really use some help. Please consider including a contribution to PTO during your checkout.

Thank you.

- Easily create a message that will show up on the User's Home Page
- Don't forget to tick the Show Message textbox
- The new version has an Important Message feature

MANAGE FEES AND FEEGROUPS>>

ASSOCIATE DOCUMENTS TO FEES

Manage Fees

Add Document Delete Document

Fee	Associated Document
Museum Of Modern Art - Field Trips	testDoc.bt
Bumper Sticker - Football	No Associated Document
Cleats - Football	No Associated Document
Ticket - Football	space.jpg

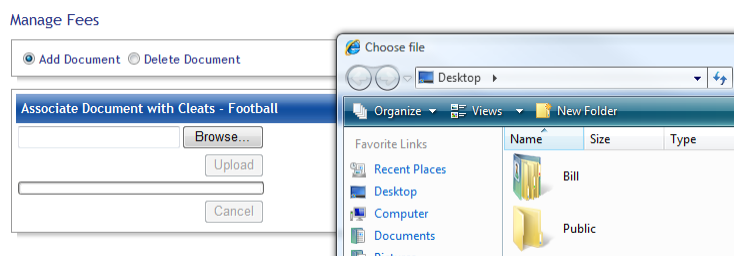
- Allows you to associate a document with a web fee.
- This allows a parent visiting the site to download the document you've associated
 - Permission slips
 - Other documents

MANAGE FEES AND FEEGROUPS>> ASSOCIATE DOCUMENTS TO FEES



- Select a fee that you want to associate a document with
- Click the hyperlink

MANAGE FEES AND FEEGROUPS>> ASSOCIATE DOCUMENTS TO FEES



- Click the Browse button
- This allows a parent visiting the site to download the document you've associated
- Select the file
- The file is automatically uploaded and associated

MANAGE FEES AND FEEGROUPS>> ASSOCIATE DOCUMENTS TO FEES

Bill Tatton's Home Page

Available Documents

Fee	Associated Document
Museum Of Modern Art - Field Trips	Download Document
Cleats - Football	Download Document
Ticket - Football	Download Document


[Return To Your Home Page](#)

- Now the user can just click the 'Get Document' hyperlink at which time they will be presented with a list of documents they can download


THE LITTLE TALK ABOUT THE "BIRDS AND THE FEES" (AND FEEGROUPS)

- MySchoolFees comes with powerful features that allows you to collect ANY fee that you could collect from your office online
- MySchoolAccounting handles Registration, Accounts Receivable and some Non-Required fees
- All the other fees are handled through the online Secretary's Menu

THE LITTLE TALK ABOUT THE “BIRDS AND THE FEES” (AND FEEGROUPS)

- Here are some examples of the types of fees that can be created and collected online using the Secretary’s Menu
 - Sporting Event Tickets
 - Play Tickets
 - General Admission
 - Reserved Seating
 - Lunch Payments
 - Woodshop Fees
 - Parking Fees
 - MySchoolFees will actually sell specific parking spots
 - **Whatever you can come up with MySchoolFees can handle it!!**
- 

THE LITTLE TALK ABOUT THE “BIRDS AND THE FEES” (AND FEEGROUPS)

- Two basic components used to group fees
 - FeeGroups and Fees
 - A FeeGroups can have many Fees, a Fee can have only one FeeGroup
- 

SOME EXAMPLES OF FEEGROUPS AND FEES

- FeeGroup: Sports
 - Fee: Football Tickets
 - Fee: Summer Basketball Camp
 - Fee : Uniform Fees

- FeeGroup : Theater
 - Play Tickets
 - Drama class fees



MANAGE FEES AND FEEGROUPS >> MANAGE FEEGROUPS

Manage FeeGroups

Add FeeGroup
 Edit FeeGroup
 Delete FeeGroup

Define New FeeGroup

New FeeGroup

- Add a FeeGroup
 - Bullet 'Add FeeGroup'
 - Type the name of the new FeeGroup
 - Click 'Add'
 - That's it!



MANAGE FEES AND FEEGROUPS >> MANAGE FEES

- Fees are a little more complex
- The number of different fee types you can create are bogging
- Let's do some Q and A
- Need a pencil and paper? I have some.



WEB DEFINED FEES WITH BALANCES

- Anybody using them?



MANAGE FEES AND FEEGROUPS >> VIEW WEB DEFINED FEES

View Web Defined Fees

Search Criteria

View All View By FeeGroup

Field Trips - Museum Of Modern Art			
Is Student Payment	True	Is Online	True
Is Taxed	False	Allow Multiples	False
Has Limited Quantity	False	Quantity Available	N/A
User Defines Payment Amount	True	Price	N/A
Has Beginning Balance	True	Beginning Balance	\$150.00
Minimum Payment Amount	\$5.00		
Date Constrained	False	Date Range	N/A
BGL Account	Agric Mech II Lab Fee Income R		

Football - Bumper Sticker			
Is Student Payment	False	Is Online	True
Is Taxed	False	Allow Multiples	True
Has Limited Quantity	True	Quantity Available	50
User Defines Payment Amount	False	Price	\$3.00
Has Beginning Balance	False	Beginning Balance	N/A
Minimum Payment Amount	N/A		
Date Constrained	False	Date Range	N/A
BGL Account	Adm Allocation		

- This is a simple tool which allows you to view all of your web defined fees in one place

MANAGING EVENTS AND LOCATIONS

- Very specialized piece of software
- Used for events with reserved seating
- Used for selling parking spots for student parking
- Locations can have many Events
- Events can have many Locations

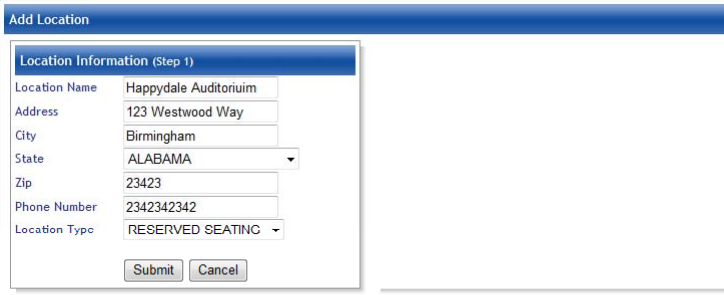
SETTING UP A LOCATION

- Have the seating chart for your location in hand
- It will take a little time to setup your location but you will be able to reuse it over and over

EVENTS AND LOCATIONS >> MANAGE LOCATIONS

Define Location

Add Location Delete Location



The screenshot shows a dialog box titled "Add Location" with a sub-header "Location Information (Step 1)". It contains the following fields:

Location Name	Happydale Auditorium
Address	123 Westwood Way
City	Birmingham
State	ALABAMA
Zip	23423
Phone Number	2342342342
Location Type	RESERVED SEATING

At the bottom of the dialog box are "Submit" and "Cancel" buttons.

- Enter your location information

EVENTS AND LOCATIONS >> MANAGE LOCATIONS

- Define the number of sections at your building

Define Location

Add Location Delete Location

Add Location

Location Information (Step 1)

Location Name: Happydale Auditorium
Address: 123 Westwood Way
City: Birmingham
State: ALABAMA
Zip: 23423
Phone Number: 2342342342
Location Type: RESERVED SEATING

Define Sections (Step 2)

Number of Sections: 4

Summary

HAPPYDALE AUDITORIUM RESERVED SEATING
123 WESTWOOD WAY
BIRMINGHAM, ALABAMA 23423
(234) 234-2342

EVENTS AND LOCATIONS >> MANAGE LOCATIONS

- Define the number rows for each section

Define Location

Add Location Delete Location

Add Location

Location Information (Step 1)

Location Name: Happydale Auditorium
Address: 234 Westwood Way
City: Birmingham
State: ALABAMA
Zip: 23423
Phone Number: 2342342342
Location Type: RESERVED SEATING

Define Rows (Step 3)

Section	Number of Rows
A	3
B	3
C	3
D	3

Summary

HAPPYDALE AUDITORIUM RESERVED SEATING

EVENTS AND LOCATIONS >> MANAGE LOCATIONS

- Define the seats for each row

Define Location

Add Location Delete Location

Add Location

Location Information (Step 1)		Define Seats (Step 4)		
Location Name	Happydale Auditorium	Section	Row	Number of Seats
Address	234 Westwood Way	A	A	5
City	Birmingham	A	B	5
State	ALABAMA	A	C	5
Zip	23423	B	A	5
Phone Number	2342342342	B	B	5
Location Type	RESERVED SEATING	B	C	5
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		C	A	5
		C	B	5
		C	C	5
		D	A	5
		D	B	5
		D	C	5
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>				

EVENTS AND LOCATIONS >> MANAGE LOCATIONS

- Click the 'Submit' button and look at the Summary
- If everything looks good then click the 'Create Now' button

Define Location

Add Location Delete Location

Add Location

Location Information (Step 1)		Confirm Location Creation									
Location Name	Happydale Auditorium										
Address	234 Westwood Way	<input type="button" value="Create Now"/>	<input type="button" value="Cancel"/>								
City	Birmingham	Summary									
State	ALABAMA	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">HAPPYDALE AUDITORIUM</td> <td style="width: 50%;">RESERVED SEATING</td> </tr> <tr> <td>234 WESTWOOD WAY</td> <td>SECTIONS : 4</td> </tr> <tr> <td>BIRMINGHAM, ALABAMA 23423</td> <td>ROWS : 12</td> </tr> <tr> <td>(234) 234-2342</td> <td>SEATS : 60</td> </tr> </table>		HAPPYDALE AUDITORIUM	RESERVED SEATING	234 WESTWOOD WAY	SECTIONS : 4	BIRMINGHAM, ALABAMA 23423	ROWS : 12	(234) 234-2342	SEATS : 60
HAPPYDALE AUDITORIUM	RESERVED SEATING										
234 WESTWOOD WAY	SECTIONS : 4										
BIRMINGHAM, ALABAMA 23423	ROWS : 12										
(234) 234-2342	SEATS : 60										
Zip	23423	<input type="button" value="Reset Form"/>									
Phone Number	2342342342										
Location Type	RESERVED SEATING										
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>											

EVENTS AND LOCATIONS >> MANAGE LOCATIONS

- That's it. Your location has been created and you are ready to add events.

Add Location

Location Information (Step 1)

Location Name:

Address:

City:

State:

Zip:

Phone Number:

Location Type:

Results

RESULTS

Event Location written...
Section and rows written...
HAPPYDALE AUDITORIUM HAS BEEN ADDED
SUCCESSFULLY!!

EVENTS AND LOCATIONS >> MANAGE EVENTS

- Select your location and fill in the specifics of your event

Create an Event Delete an Event

Select Location

Location:

Define Event

Availability:

Fee Group:

Bgl:

Name: Event Date and Time:

Tickets go on sale: Tickets no longer available:

Section Pricing

Section	Price
A	5
B	5
C	3
D	3

Is Taxed?:

Comment:

YOUR TICKETS ARE NOW READY TO BE PURCHASED BY THE PUBLIC

The screenshot shows the MySchoolFees website interface. At the top, there is a blue header with the text "MySchoolFees" and a navigation bar with links for "Information", "Contact", "Request Support", and "Sign Out". Below the header, the page is titled "Public Payments". There are three main panels:

- Payment Type:** A list with options "FOOTBALL", "LUNCH", and "THEATER". "THEATER" is selected.
- Theater:** A list with options "CAPE FEAR", "DARN YANKEES", "LES MISERABLES", and "REAR WINDOW". "REAR WINDOW" is selected.
- Theater - Rear Window:** This panel shows "Section A price : \$5.00". It includes three dropdown menus: "Select Section" (set to A), "Select Row" (set to B), and "Select Seat" (set to 1). A "View Location" link with a magnifying glass icon is also present.

YOU CAN USE THE SAME PRINCIPALS FOR SELLING PARKING SPOTS BY CHANGING ONE VALUE

The screenshot shows a "Define Location" form. At the top, there are radio buttons for "Add Location" (selected) and "Delete Location". Below this is a blue header for "Add Location". The main form area is titled "Location Information (Step 1)" and contains the following fields:

- Location Name: Happydale parking
- Address: [Empty text box]
- City: [Empty text box]
- State: - Select (dropdown menu)
- Zip: [Empty text box]
- Phone Number: [Empty text box]
- Location Type: RESERVED PARKING (dropdown menu)

At the bottom of the form are "Submit" and "Cancel" buttons. A black arrow points from the text above to the "Location Type" dropdown menu.

EVENTS AND LOCATIONS >>
ADD LOCATION IMAGE

- It is very simple to add an image of your location so your users can see the layout of your location while they are deciding which seat to purchase
- The image must be relatively small. Less than 640x480.



EVENTS AND LOCATIONS >>
ADD LOCATION IMAGE

- First select the location
- Then click the browse button
- Select the image you wish to use by double clicking it
- The image is automatically uploaded to the web

HERE'S WHAT WE END UP WITH...

MySchoolFees

Information Contact Request Support Sign Out

Public Payments

Payment Type
FOOTBALL
LUNCH
THEATER

Theater
CAPE FEAR
DARN YANKEES
LES MISÉRABLES
REAR WINDOW

Theater - Les Miserables
Select section to see price.

Select Section - Select View Location

Section	Price
A	10.00
B	5.00

Happy Dale High Auditorium
123 Westville Ave, Birmingham AL 35210

0 Items : \$0.00

TV Summary

AN ISSUE THAT KEEPS CROPPING UP WHEN IT COME TO SELLING RESERVED SEATING...

- How do we manage to sell tickets online AND sell tickets at the office?
 - Only define part of your auditorium for online sales and the sell the other part at the office
 - Only have online tickets available for a limited time
 - Use a built a tool built into the Secretary's Menu when you sell tickets. This is a great tool that keeps track of online sales as well as sales at the office. However, for it to work you must use it for every sale.

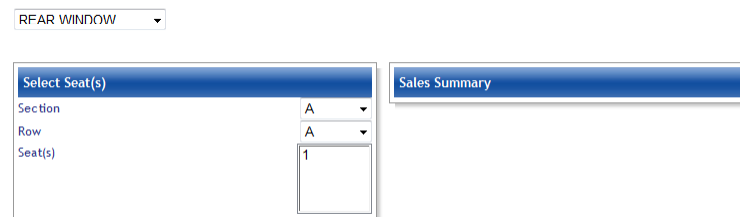
EVENTS AND LOCATIONS >> MANAGE LOCAL SALES

- Let's walk through a sale at the school
 - A parent walks to the window and want to purchase tickets to 'Rear Window'. The parent wants 3 tickets for section A, row A, seats 1, 2, and 3.
 - Using the tool we can see the only seat 1 is available in section A, row A.

Manage Local Sales

REAR WINDOW ▾

Select Seat(s)		Sales Summary
Section	A ▾	
Row	A ▾	
Seat(s)	1	



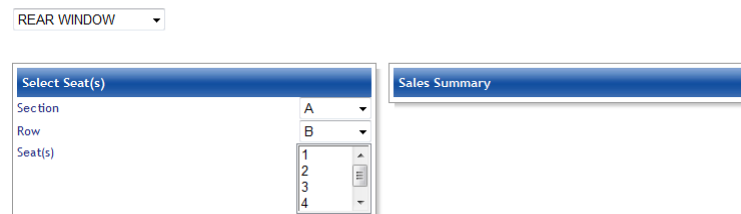
EVENTS AND LOCATIONS >> MANAGE LOCAL SALES

- The parent decides that section A, row B, seats 1,2, and 3 would be ok.
- After selecting section A, row B we can see that those seats are available

Manage Local Sales

REAR WINDOW ▾

Select Seat(s)		Sales Summary
Section	A ▾	
Row	B ▾	
Seat(s)	1 2 3 4	



EVENTS AND LOCATIONS >> MANAGE LOCAL SALES

- Mark these seats as sold.
 - Click seat 1
 - Shift-click seat 3 so you select the block

Manage Local Sales

REAR WINDOW ▾

Select Seat(s)									
Section	A ▾								
Row	B ▾								
Seat(s)	<table border="1"><tbody><tr><td>1</td><td>▶</td></tr><tr><td>2</td><td></td></tr><tr><td>3</td><td>▶</td></tr><tr><td>4</td><td>▾</td></tr></tbody></table>	1	▶	2		3	▶	4	▾
1	▶								
2									
3	▶								
4	▾								
<input type="button" value="Confirm Seats As Sold"/> <input type="button" value="Cancel"/>									

Sales Summary



EVENTS AND LOCATIONS >> MANAGE LOCAL SALES

- Collect money and finish the transaction.



BREAKING PARENT/STUDENT ASSOCIATION

- Once in awhile a parent will add a student under on email and then want to switch to another email
- Use **Misc Tools >> Break Parent Student Association** to handle this problem



THANKS!!

