

Person Role Definitions

Updated Jul 13, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

[Here is the new version of this article in the Veracross Community.](#)

Overview

Person roles define a person's relationship to the school and determine the fields that are displayed on that person's record. Persons can have multiple roles associated with their record.

The roles assigned to a person can be seen on the "Roles" tab of the person record. Active roles also appear, along with any associated attributes, to the right of their name in the blue navigation bar in Axiom (for example: "Student 41278: Abbott, Sheila – Student (9-D), Prg Stud, rsf").

Though person roles only apply to the person's current relationship to the school, the school still has a record of previous roles that person has held through the classifications tab of the person record.

The complete list of possible person roles can be found on the system homepage under the Classifications section.

Please Note: Person Roles differ from Security Roles, which only control what information a user has access to in the system. Read more about [security roles](#).

Role Descriptions

- **Student** – A person who is enrolled in the current school year.
- **Alumnus/a** – A person who graduated from the school. (Admissions Role)
- **Former Student** – A person who once attended the school but left without graduating. (Admissions Role)
- **Prospect** – A person who has inquired about the school by showing interest in admissions for a particular year and grade level. (Admissions Role)
- **Admissions Lead** – A person whom the school has identified as someone who may be interested in attending the school. (Admissions Role)
- **Applicant** – A person who has an application record for a current or future admissions year. (Admissions Role)

- **Future Student** – A person who is newly enrolled at the school but has not yet started.
(Admissions Role)
- **Applicant-Former** – A person who previously applied to the school but no longer has an active application (application was withdrawn, denied, etc.). (Admissions Role)
- **Prospect-Cold** – A person who at one time inquired about the school but is no longer showing any active interest in attending.(Admissions Role)
- **Parent** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Student.” This role can also be assigned manually by the school to someone with legal custody or parent portal access who may not have the typical parental relationship to the student.
- **Parent of Alum** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Alumnus/a.”
- **Parent of Former Student** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Former Student.”
- **Parent of Prospect** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Prospect.”
- **Parent of Applicant** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Applicant.”
- **Parent of Future Student** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Future Student.”
- **Parent of Former Applicant** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Applicant-former.”
- **Parent of Prospect-Cold** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Prospect-cold.”
- **Grandparent** – A person with a grandson/granddaughter or step-grandson/step-granddaughter who has the role of “Student.”
- **Grandparent of Alum** – A person with a grandson/granddaughter or step-grandson/step-granddaughter who has the role of “Alumnus/a.”
- **Grandparent of Frmr Student** – A person with a grandson/granddaughter or step-grandson/step-granddaughter who has the role of “Former Student.”
- **Grandparent of Prospect/Applicant** – A person with a grandson/granddaughter or step-grandson/step-granddaughter who has the role of either “prospect” or “Applicant.”
- **Grandparent of Future Student** – A person with a grandson/granddaughter or step-grandson/step-granddaughter who has the role of “Future Student.”
- **Grandparent of Frmr Prospect/Applicant** – A person with a grandson/granddaughter or step-grandson/step-granddaughter who has the role of either “Prospect-cold” or “Applicant-former.”
- **Great-Grandparent** – A person with a great-grandson/granddaughter or great-step-grandson/step-granddaughter who has the role of either “Student” or “Future Student.”
- **Staff** – A person who is an employee of the school with non-teaching responsibilities.
- **Faculty** – A person who is an employee of the school who teaches one or more classes.

- **Coach** – A person who coaches one or more athletic teams.
- **Staff-Ancillary** – Use defined by the school, but often refers to staff who are in support roles.
- **Staff-Other** – Use defined by the school.
- **Faculty Summer Only** – A person who is an employee of the school who teaches only summer classes.
- **Former Fac/Staff** – A person who at one time was employed by the school but is no longer an employee.
- **Former Coach** – A person who at one time coached an athletic team at the school but is no longer coaching.
- **Former Staff-Ancillary** – A person who used to have the role “Former Staff-Ancillary” but is no longer an employee.
- **Former Staff-Other** – A person who used to have the role “Former Staff-Other” but is no longer an employee.
- **Substitute Staff** – A person who is not a permanent employee of the school but fills in occasionally in a non-teaching capacity.
- **Substitute Teacher** – A person who is not a permanent employee of the school but fills in occasionally in a teaching capacity.
- **Staff/Faculty-Prospective** – A person who has shown interest in becoming an employee of the school.
- **Staff/Faculty-Future** – A person who will become an employee of the school but has not yet started.
- **Trustee** – A person who is a current Trustee of the school. The Trustee person role allows for the creation of a user account with the Board security role when the Create User Accounts procedure is run.
- **Trustee-Former** – A person who at one time was a Trustee of the school but no longer is.
- **Trustee-Potential** – A person who has shown interest in becoming or been identified as a possible Trustee for the school.
- **Trustee Emeritus** – A person who is a former Trustee who the school has recognized as having distinctive or meritorious service.
- **Donor** – A person who has donated, pledged, or received soft credit on a gift to the school. While gifts may be tracked for a student, this role and its associated classification must be added manually by a school in the event that a student gives.
- **Donor-Potential** – A person whom the school has identified as someone who might make a donation or pledge.
- **Parent of Admissions Lead** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Admissions Lead.”
- **Volunteer** – A person who is a current volunteer at the school.
- **Former Volunteer** – A person who at one time volunteered at the school but no longer does.
- **Friend of [School Name]** – Use defined by the school.

- **VIP** – “Very Important Person.” Use defined by the school.
 - **Program Student** – A person who is currently enrolled in an active program (summer camp, after-school program, etc.).
 - **Former Program Student** – A person who was at one time enrolled in a program (summer camp, after-school program, etc.) that is no longer taking place.
 - **Future Program Student** – A person who is enrolled in a program (summer camp, after-school program, etc.) that has not yet begun.
 - **Parent of Program Student** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Program Student.”
 - **Parent of Former Program Student** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Former Program Student.”
 - **Parent of Future Program Student** – A person with a son/daughter, step-son/step-daughter, or ward who has the role of “Future Program Student.”
 - **Emergency Contact** – A person who has been listed as an emergency contact for a student.
 - **Doctor/Dentist** – A person who has been listed as a doctor or dentist for a student.
 - **Medical Provider** – A person who has been listed as a medical provider for a student.
 - **Admission Agent** – A person who assists in the admissions process.
 - **Vendor** – A person who provides a service but is not an employee of the school.
 - **Organization Contact** – A person who is the primary contact for an organization in the system.
 - **Sibling** – A person who is the brother/sister or step-brother/step-sister to someone with the role of “Student” or “Future Student.”
 - **Relative** – Use defined by the school, but typically used for relatives of students outside the immediate family (cousins, et al.).
 - **Benefit Dependent** – A person who is the dependent of someone with a current or former faculty/staff role.
 - **Benefit Beneficiary** – A person who is the beneficiary of someone with a current or former faculty/staff role.
 - **Other** – A person who has no other role in the system.
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