

# Reporting Parents on the CSS Profile



# Reporting Parents

Often obvious, but sometimes not

Students are expected to report their

- Biological/adoptive parents
- Current stepparents
- Current parental partners
- Current legal guardians

## Parental Relationships

(\*) Required fields.

List all of Lexi's parents below.

Include all parents - biological, adoptive, step-parents/parent's partner and legal guardians.

This information is used to help your schools understand your family situation and build your personalized application; it is critical that you be accurate and complete.

If you answer incorrectly and have to change information on this page after you have completed other sections of the application it may result in that information being considered invalid and you will have to reenter that information.

### Parent(s)

	Parent's first name*	Parent's last name*	Relationship to Lexi*	Deceased	Remove
Parent 1	<input type="text" value="Parent 1 First Name"/>	<input type="text" value="Parent 1 Last Name"/>	<input type="text" value="Please select..."/>	<input type="checkbox"/>	
Parent 2	<input type="text" value="Parent 2 First Name"/>	<input type="text" value="Parent 2 Last Name"/>	<input type="text" value="Please select..."/>	<input type="checkbox"/>	<input type="button" value="X"/>

Click the *Save and Continue* button if the student has no other parents.

# Reporting Parents

The parents are together

- Report:
  - Each Parent's name
  - Relationship to Student
- Click on "Save and Continue"

Parent(s)

	Parent's first name*	Parent's last name*	Relationship to Lexi*	Deceased	Remove
Parent 1	<input type="text" value="Mark"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Father"/>	<input type="checkbox"/>	
Parent 2	<input type="text" value="Ava"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Mother"/>	<input type="checkbox"/>	<input type="button" value="X"/>

Click the *Save and Continue* button if the student has no other parents.

# Reporting Parents

## A parent is deceased

- If a parent is deceased, that parent is still reported and deceased is checked
- Click on “Save and Continue”

Parent(s)

	Parent's first name*	Parent's last name*	Relationship to Lexi*	Deceased	Remove
Parent 1	<input type="text" value="Mark"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Father"/>	<input type="checkbox"/>	
Parent 2	<input type="text" value="Ava"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Mother"/>	<input checked="" type="checkbox"/>	<input type="button" value="X"/>

Click the *Save and Continue* button if the student has no other parents.

# Reporting Parents

Parents are no longer together but are not remarried or re-partnered

- Both are still reported
- Click on “Save and Continue”

Parent(s)

	Parent's first name*	Parent's last name*	Relationship to Lexi*	Deceased	Remove
Parent 1	<input type="text" value="Mark"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Father"/>	<input type="checkbox"/>	
Parent 2	<input type="text" value="Ava"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Mother"/>	<input type="checkbox"/>	<input type="button" value="X"/>

Click the *Save and Continue* button if the student has no other parents.

# What happens next?

Parents are no longer together but  
are not remarried or re-partnered

The marital status allows the parents to  
report they are

- Separated
- Divorced
- Never married, not living together

## Household Verification

(\*) Required fields.

### Household Verification

What is the marital status of Lexi's  
parents?\*

Please Select...

Married or in domestic partnership

Separated

Divorced

Unmarried, not living together

Unmarried, living together

# Reporting Parents

Parents are no longer together and one or both parents are remarried or re-partnered

- All of the student's parents are reported
  - Father
  - Mother
  - Stepfather
  - Stepmother
- Click "Add Another Parent" to enter additional parents
- Up to four parents can be reported

Parent(s)

	Parent's first name*	Parent's last name*	Relationship to Lexi*	Deceased	Remove
Parent 1	<input type="text" value="Mark"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Father"/>	<input type="checkbox"/>	
Parent 2	<input type="text" value="Ava"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Mother"/>	<input type="checkbox"/>	✕
Parent 3	<input type="text" value="Sean"/>	<input type="text" value="Windsor"/>	<input type="text" value="Stepfather"/>	<input type="checkbox"/>	✕

Click the *Save and Continue* button if the student has no other parents.

# What happens next?

Parents are not together – how does the CSS Profile know which parent is which?

- Select the parent(s) with whom the student lives
- Select the parent(s) providing information
- Determines if application is being completed by
  - Student and custodial parent
  - Noncustodial parent

## Application Determination

(\*) Required fields.

### Parents Student Lived With

Select the parent(s) Lexi lived with most during the past year. If equal, select the parent(s) who provided the most financial support. \*

☐ Mark Cavachon

☒ Ava Cavachon

☒ Sean Windsor

### Parent's Information Provided

Select the parent(s) whose information will be provided on this application.\*

☐ Mark Cavachon

☒ Ava Cavachon

☒ Sean Windsor

What is the current marital status of the parent(s) whose information will be provided?\*

Please select... ▼



# Reporting parents

Single parent through adoption or donor conceived

- Click the “X” at the end of the Parent 2 row to remove



Parent(s)

	Parent's first name*	Parent's last name*	Relationship to Lexi*	Deceased	Remove
Parent 1	<input type="text" value="Mark"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Father"/>	<input type="checkbox"/>	
Parent 2	<input type="text" value="Parent 2 First Name"/>	<input type="text" value="Parent 2 Last Name"/>	<input type="text" value="Please select..."/>	<input type="checkbox"/>	
First Name Error: This field is required. Please enter a response to continue.					
Last Name Error: This field is required. Please enter a response to continue.					
Relationship Error: This field is required. Please enter a response to continue.					

Click the *Save and Continue* button if the student has no other parents.

Parent(s)

	Parent's first name*	Parent's last name*	Relationship to Lexi*	Deceased	Remove
Parent 1	<input type="text" value="Mark"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Father"/>	<input type="checkbox"/>	

Click the *Save and Continue* button if the student has no other parents.

# Reporting parents

## Single parent through adoption or donor conceived

- Select a response to explain why you did not list a Parent 2
- Once the appropriate selection is made, the CSS Profile will continue and will ask for Parent 1 information only

### Household Verification

(\*) Required fields.

#### Household Verification

You provided information for only one biological or adoptive parent. Please select the appropriate option for the second parent or return to the previous page to supply that parent's information.\*

Please Select...

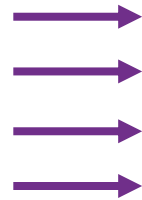
- Parent is deceased
- Single adoptive parent at time of adoption
- Single parent of donor conceived child (at time of conception)
- Parent is unknown
- Have no contact with parent

**Second Biological or Adoptive Parent** - If you select "unknown" or "no contact," please provide additional information in the special circumstances section at the end of this application. The schools to which the student is applying may ask for additional information from or about this parent.

# Reporting parents

## Student has a legal guardian

- Court appointed legal guardians are reported as parents
- Parents are still reported as parents



Parent(s)

	Parent's first name*	Parent's last name*	Relationship to Lexi*	Deceased	Remove
Parent 1	<input type="text" value="Mark"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Father"/>	<input type="checkbox"/>	
Parent 2	<input type="text" value="Ava"/>	<input type="text" value="Cavachon"/>	<input type="text" value="Mother"/>	<input type="checkbox"/>	✕
Parent 3	<input type="text" value="John"/>	<input type="text" value="Doe"/>	<input type="text" value="Legal guardian"/>	<input type="checkbox"/>	✕
Parent 4	<input type="text" value="Jane"/>	<input type="text" value="Doe"/>	<input type="text" value="Other"/>	<input type="checkbox"/>	✕

Click the *Save and Continue* button if the student has no other parents.

# What happens next?

## Student has a legal guardian

- The legal guardian's family is identified as the parents the student lived with the most
- The legal guardian's family is identified as the parents providing information on the CSS Profile
- Surviving parents may be required to submit their own CSS Profile

### Application Determination

(\*) Required fields.

#### Parents Student Lived With

Select the parent(s) Lexi lived with most during the past year. If equal, select the parent(s) who provided the most financial support. \*

☐ Mark Cavachon

☐ Ava Cavachon

☒ John Doe

☒ Jane Doe

#### Parent's Information Provided

Select the parent(s) whose information will be provided on this application. \*

☐ Mark Cavachon

☐ Ava Cavachon

☒ John Doe

☒ Jane Doe

What is the current marital status of the parent(s) whose information will be provided? \*

Please select... ▼

# Thank you!

## Resources:

- [cssprofile.org](https://cssprofile.org)
- [Getting Started with your CSS Profile Application](#)
  - Other tutorials available
    - CSS Profile Tutorial
    - Completing the CSS Profile as the Noncustodial Parent
- [Contact information](#) for customer support
  - Phone
  - Email
  - Chat