


Student Info Sheets

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Student Info Sheets can be generated for multiple students, selected with Search Criteria (filters), or for an individual student, selected with a search field. The Student Information Sheet page can be accessed from the following locations in Jackrabbit:

From the Students (menu)	<p>Go to the <i>Students (menu)</i> > <i>All Students</i> > click the row menu  for a student > select <i>Info Sheet</i>.</p> <p>This defaults to the <i>Single Student</i> option and the student's name is populated in the <i>Select Student</i> search field. Select <i>Multiple Students</i> to open the search criteria and apply filters to generate a report for multiple students.</p>
From the Reports (menu)	<p>Go to the <i>Reports menu</i> > <i>Find Reports</i> > <i>Families/Students (left menu)</i> > <i>Students (tab)</i> > <i>Student Info Sheets</i>.</p> <p>This access defaults to the <i>Multiple Students</i> option. Select the search criteria to generate a report for the students you filtered for. Select <i>Single Student</i> to generate a report for the student you select.</p>

By default, this report displays address, contact information, medical fields, and roll notes. Use the Display Settings to include additional information such as the student picture or User-defined Fields.

Note: Due to browser limitations, the report will run a maximum of 1000 students.



If you are using the **Staff Portal** this student information is available in the instructor's portal. These Student Info Sheets can be distributed to instructors in cases where the Staff Portal is not being used.

[Sample Student Info Sheet](#)

Student Information Sheet

Name	Gender	Age	BirthDate	Active	Start Date	Home Phone	Student Phone
Ager, Dani	Female	17 yrs	7/11/2002	Yes	9/1/2018	(704) 374-2415	(704) 555-8114
Family:	Ager	School:	Gabaldon High				
Address:	2016 Hummingbird Cresent	Grade Level	11th grade				
City/State/Zip:	Huntersville, NC 28078	Email:					
		Transportation:					
		Emergency Form Completed?	Yes				
Contact #1:	Holly Ager (Mother): Authorized? Yes Email: hollyager41@gmail.com						
Phone Numbers:	M: (704) 374-2415 H: (704) 374-2415						
Contact #2:	Victor Ager (Father): Authorized? Email: vicager@email.com						
Phone Numbers:	M: (704) 374-2415 H: (704) 374-2415						
Emergency Contact Info:	Victor Ager (Father) 704 555 3003						
Medical:							
Medications:	epi pen						
Allergies:	peanut allergy						
Disabilities:	partial hearing loss - wears aids						
Immunization Notes	No :						
Primary Doctor:	Dr. Warner	Hospital Pref:					
Roll Notes:							
Date Last Updated:	12/3/2019 10:09:00 PM						
Date Created:	11/28/2016 7:19:00 PM						

