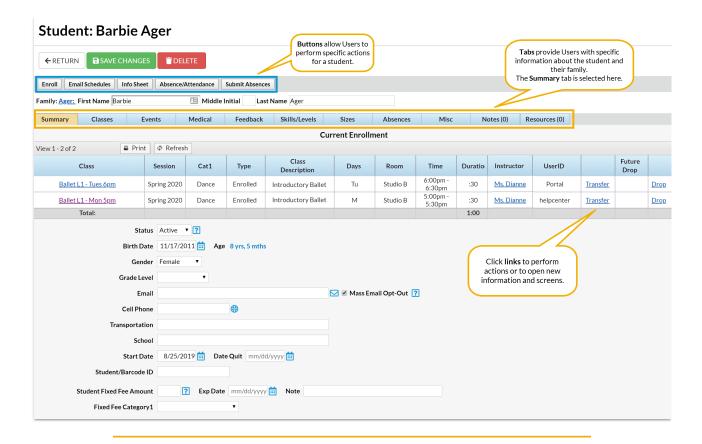


The Student record lives within the Family record and offers a centralized area to house and reference all information related to a specific student. Each student record has its own tabs, buttons, links, and user-defined fields.

You can access a Student record from the following locations in Jackrabbit:

- Students (menu) > All Students and select a student's name to open the record.
- Students (menu) > All Students > row menu > View/Edit to open the record.
- Families (menu) > All Families > click the student's family name > click the student's name listed in the Family record under the Students section to open the record.

Refer to Work with All Students - View, Search, and Take Action for more information on the All Students grid.



Expand the sections below to see the Student record tab and button descriptions.

## **Student Tab Descriptions**

Summary Classes	Events Medical Feedback Skills/Levels Sizes Absences Misc Notes (2) Resources (0)				
Summary	The Summary tab offers a summary of details for the student's classes and student information. This is the place to enter student details and add fixed fees (if applicable).				
Classes	The <i>Classes</i> tab provides details for the current, future, and past enrollments for the student. Links go to the <i>Class</i> records and you can <i>Transfer</i> or <i>Drop</i> a student from classes in this tab.				
Events	The <i>Events</i> tab stores all current and past <b>event enrollment</b> details for the student.				
Medical	The <i>Medical</i> tab shows details of medications, disabilities, special needs, allergies and more. The tab turns <b>red</b> when medication or allergy information is added.				

Feedback	Instructor feedback notes regarding the student's performance can be entered on this tab. Be sure to <b>Save Changes</b> after adding feedback. Use the <b>More</b> link to display the entire Student Feedback field.
Skills/Levels	The <i>Skills/Levels</i> tab displays the skills assigned to the student, along with their progress. Use the <b>Add Skill/Level</b> button to add a skill/level. See <b>Student Skills/Levels</b> topic for more details.
Sizes	The tab displays sizing information for apparel, costumes, and equipment for students. Size Notes can be added at any time. Be sure to clickSave Changes after the information has been added. SeeCostume/Apparel Management for more information.
Absences	If you track absences you can schedule and view makeups in this tab. In addition, if a makeup class is scheduled, the <b>Makeup Class</b> and <b>Makeup Date</b> are shown.
Misc	Add miscellaneous information related to the student here, including a picture of the student. The student's picture is visible in the Staff Portal and the Parent Portal. Additional user-defined fields ( <i>Gear icon &gt; Settings &gt; General &gt; User-Defined Fields</i> ) can be added at the bottom of this tab.
Notes	Add, edit, or delete notes for a student in this tab. Search notes, filter the notes by tags and sort the notes by the date created or by the date modified. Learn more about Notes in Jackrabbit.
Resources	Upload files and add hyperlinks (URLs) to the student's record. Store up to 15MB of data. Learn more about Resources in Jackrabbit

## Student Button Descriptions

	Enroll	Email Schedules	Info Sheet	Absence/Attendance	Submit Absences	Mass Drop Classes	
Enroll		Click the Enroll button to open a new tab to enroll the student in a class.					
<b>Email Schedules</b>		Click the <i>Email Schedules</i> button to open the <i>Email Student Schedules</i> page. See <b>Email Student Schedules</b> for more information.					
Info Sheet		Use the <i>Info Sheet</i> button to display a detailed page of information on the student. See <b>Student Info Sheets</b> for more information.					ion on the
		Use this bu	itton to s	elect criteria an	d generate aS	tudent Attendo	ance Report

Absence/Attendance	for the student.
Submit Absences	Click this button to step through the Submit an absence workflow for the student.
Mass Drop Classes	Use the Mass Drop Classes button to drop the student from all enrolled classes. The class current enrollment can be viewed on the Classes tab in the Student record.



Add a picture of the student on the Misc tab.