


The Student Record

Last Modified on 01/29/2021 9:56 am EST

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.

Student: Barbie Ager

Buttons allow Users to perform specific actions for a student.

Buttons: RETURN, SAVE CHANGES, DELETE

Tabs provide Users with specific information about the student and their family. The Summary tab is selected here.

Tabs: Enroll, Email Schedules, Info Sheet, Absence/Absentee, Submit Absences

Family: Ager, First Name Barbie, Middle Initial, Last Name Ager

Summary, Classes, Events, Medical, Feedback, Skills/Levels, Sizes, Absences, Misc, Notes (0), Resources (0)

Current Enrollment

View 1 - 2 of 2, Print, Refresh

Class	Session	Cat1	Type	Class Description	Days	Room	Time	Duration	Instructor	UserID		Future Drop
Ballet L1 - Tues 6pm	Spring 2020	Dance	Enrolled	Introductory Ballet	Tu	Studio B	6:00pm - 6:30pm	:30	Ms. Dianne	Portal	Transfer	Drop
Ballet L1 - Mon 5pm	Spring 2020	Dance	Enrolled	Introductory Ballet	M	Studio B	5:00pm - 5:30pm	:30	Ms. Dianne	helpcenter	Transfer	Drop
Total:								1:00				

Status: Active

Birth Date: 11/17/2011, Age: 8 yrs, 5 mths

Gender: Female

Grade Level:

Email: [Mass Email Opt-Out]

Cell Phone:

Transportation:

School:

Start Date: 8/25/2019, Date Quit: mm/dd/yyyy

Student/Barcode ID:

Student Fixed Fee Amount: [?], Exp Date: mm/dd/yyyy, Note:

Fixed Fee Category1:

Click links to perform actions or to open new information and screens.

Links: Transfer, Drop, Ms. Dianne, helpcenter, [?], [?], [?]

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 <i>Summary</i> 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 event enrollment details for the student.									
Medical	The <i>Medical</i> tab shows details of medications, disabilities, special needs, allergies, and more. The tab turns red 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 Save Changes after adding feedback. Use the More 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 Add Skill/Level button to add a skill/level. See Student Skills/Levels 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 click Save Changes after the information has been added. See Costume/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 Makeup Class and Makeup Date 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 > Settings > General > 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

<div> <div>Enroll</div> <div>Email Schedules</div> <div>Info Sheet</div> <div>Absence/Attendance</div> <div>Submit Absences</div> <div>Mass Drop Classes</div> </div>	
Enroll	Click the <i>Enroll</i> button to open a new tab to enroll the student in a class.
Email Schedules	Click the <i>Email Schedules</i> button to open the <i>Email Student Schedules</i> page. See Email Student Schedules for more information.
Info Sheet	Use the <i>Info Sheet</i> button to display a detailed page of information on the student. See Student Info Sheets for more information.
	Use this button to select criteria and generate a <i>Student Attendance Report</i>

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



Add a picture of the student on the Misc tab.
