Student Info Sheets

Last Modified on 01/22/2021 10:22 am EST

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

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
Address: 2016 Hummingbird Cresent
City/State/Zip: Huntersville, NC 28078

School: Gabaldon High
Grade Level 11th grade
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:



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