

# The Student Record

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The Student record lives within the **Family record** and offers a centralized location 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.

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

**Expand/Collapse  
All**

## Student Tab Descriptions

| Student Tab Descriptions |  |
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| <b>Summary</b>           | The <b>Summary</b> 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). |

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| <b>Classes</b>       | The <b>Classes</b> tab provides details for the student's current enrollments, future enrollments, waitlists, and past enrollments. Links provide quick access to the Class records. You can transfer or drop a student from classes on this tab as well as remove the student from any waitlists they are on.             |
| <b>Events</b>        | The <i>Events</i> tab stores all current and past <b>event enrollment</b> details for the student.   |
| <b>Medical</b>       | The <i>Medical</i> tab shows details of immunizations, disabilities, special needs, allergies, and more. The tab turns <b>red</b> when Medications, Allergies, or Disabilities information is added.   |
| <b>Feedback</b>      | 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.   |
| <b>Skills/Levels</b> | 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.  |
| <b>Sizes</b>         | The tab displays sizing information for apparel, costumes, and equipment for students. <b>Size Notes</b> can be added at any time. Be sure to click <b>Save Changes</b> after the information has been added. See <b>Costume/Apparel Management</b> for more information.  |
| <b>Absences</b>      | 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.  |
| <b>Misc</b>          | 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. |
| <b>Notes</b>         | 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. <b>Learn more about Notes in Jackrabbit.</b>   |

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| <b>Resources</b> | Upload files and add hyperlinks (URLs) to the student's record. Store up to 15MB of data. <a href="#">Learn more about Resources in Jackrabbit</a> |
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## Student Button Descriptions

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| <b>Enroll</b>             | Click the <i>Enroll</i> 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 <a href="#">Email Students</a> for more information.   |
| <b>Info Sheet</b>         | Use the <i>Info Sheet</i> button to display a detailed page of information on the student. See <a href="#">Student Info Sheets</a> for more information.                                    |
| <b>Absence/Attendance</b> | Use this button to select criteria and generate a <i>Student Attendance Report</i> for the student.   |
| <b>Submit Absences</b>    | Click this button to step through the <i>Submit an absence</i> workflow for the student.  |
| <b>Mass Drop Classes</b>  | Use the <i>Mass Drop Classes</i> button to drop the student from all enrolled classes. The class's current enrollment can be viewed on the <i>Classes</i> tab in the <i>Student</i> record. |
| <b>Statement</b>          | Click the <i>Statement</i> button to select a statement type (PDF or email) and send statements to one or more students in a family.  |

## Frequently Asked Questions

**Q.** What determines the Start Date, Date Created, and Enroll Date on a Student's Record?

**A.** Different dates found on a *Student* record include the following:

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| <b>Start Date</b>   | <p>Located on the <i>Summary</i> tab in a <i>Student</i> record, the <i>Start Date</i> defaults to the date the <i>Student</i> record was created and first enrolled in Jackrabbit by any of the following:</p> <ul style="list-style-type: none"> <li>• Online Registration Form</li> <li>• Parent Portal</li> <li>• Quick Registration Form from the <i>Families (menu) &gt; Quick Registration</i> or <i>Families (menu) &gt; All Families &gt; Add New Family (icon) &gt; Use Quick Registration Form (button)</i></li> </ul> <p>This date can be changed and/or updated.</p> |
| <b>Date Created</b> | <p>The date the family's record was created in Jackrabbit. This date is located in the bottom left-hand corner of the <i>Student</i> record. The <i>Organization ID</i> is below the <i>Date Created</i>.</p> <p>The date is auto-generated and cannot be changed.</p>  |
| <b>Enroll Date</b>  | <p>The date a student is enrolled in a class. This could be a future enrolled date too. This date is found on the <i>Classes</i> tab in the <i>Student</i> record.</p> <p>This date is auto-generated and cannot be changed.</p>  |

**Q.** What is the *Student Date Quit* field on the *Student Summary* tab?

**A.** You can manually enter a date the student quit if you choose.

A picture of the student can be added in the *Misc* tab.

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