

# The Student Record

Last Modified on 11/08/2024 1:59 am EST

C

The Student record is located within the [Family record](#), providing a central location for storing and accessing all student information. Each Student record includes tabs to organize information, action buttons for specific tasks, links to related records or actions, and [User-defined fields](#) for customization.

The quickest way to access a student's record is by using the **Global Search** field above the main menu. Enter a name, email address, or phone number to locate the Family record, where you'll find links to each student in the family. You can also easily navigate to a student's record from the [All Students](#) or [All Families](#) pages.

---

[Expand/Collapse All](#)

## Student Tab Descriptions

Use the blue links to learn more about related topics.

Tab	Description
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 Classes tab provides details for the student's current enrollments, <a href="#">future enrollments</a> , <a href="#">waitlists</a> , 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 Events tab stores all current and past <a href="#">event enrollment</a> details for the student.
<b>Appointments</b>	<a href="#">View and manage Appointment Bookings</a> for a student on the Appointments tab.
<b>Medical</b>	The Medical tab shows details of immunizations, disabilities, special needs, allergies, and more. It turns <b>red</b> when Medication, Allergy, or Disability information is added.
<b>Feedback</b>	This tab allows instructors to enter feedback notes regarding the student's performance.
<b>Skills/Levels</b>	The Skills/Levels tab displays the skills assigned to the student and their progress. Use the <b>Add Skill/Level</b> button to add a skill/level. See <a href="#">the Student Skills/Levels</a> topic for more details.
<b>Sizes</b>	The Sizes tab displays sizing information for apparel, costumes, and equipment for students. Size Notes can be added at any time. See <a href="#">Costume/Apparel Management</a> for more information.
<b>Absences</b>	If you <a href="#">track absences</a> , 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.
<b>Misc</b>	On the Misc tab, add miscellaneous information related to the student, including a picture of the student. The student's picture is visible in the Staff Portal and the Parent Portal. Additional User-defined fields (Gear icon > Settings > General > User-Defined Fields) can be added at the bottom of this tab.
<b>Notes</b>	Add, edit, or delete notes for a student on the Notes tab. Search notes, filter the notes by tags, and sort the notes by the date created or by the date modified. <a href="#">Learn more about Notes in Jackrabbit.</a>
<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>

## Student Button Descriptions

Use the blue links to learn more about related topics.

Button	Description
<b>Enroll</b>	Click the Enroll button to open a new tab to enroll the student in a class.
<b>Email Schedules</b>	Click the Email Schedules button to open the Email Student Schedules page. See <a href="#">Email Students</a> for more information.
<b>Info Sheet</b>	Use the Info Sheet button to display a detailed page of information on the student. For more information, see <a href="#">Student Info Sheets</a> .
<b>Absence/Attendance</b>	Use this button to select criteria and generate a <a href="#">Student Attendance Report</a> for the student.
<b>Submit Absences</b>	Click this button to step through the <a href="#">submit an absence</a> workflow for the student.
<b>Mass Drop Classes</b>	Use the <a href="#">Mass Drop Classes</a> button to drop the student from all enrolled classes. The class's current enrollment can be viewed on the Classes tab in the Student record.
<b>Statement</b>	Click the Statement 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:

<b>Start Date</b>	<p>Located on the Summary tab in a Student record, the <i>Start Date</i> defaults to the date the Student 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 Families menu &gt; Quick Registration or Families (menu) &gt; All Families &gt; Add New Family (icon) &gt; Use Quick Registration Form (button)</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 is located in the bottom left-hand corner of the Student record. The Organization ID is below the Date Created.</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, including any future enrollment date, is located on the Classes tab within the Student 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.

