


Student Info Sheets

Last Modified on 02/13/2023 4:33 pm 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 Students (menu) > All Students	Go to the <i>Students (menu)</i> > <i>All Students</i> > click the row menu  for a student > select <i>Info Sheet</i> . This defaults to the <i>Single Student</i> option, and the student's name is populated in the <i>Select Student</i> search field. Select <i>Multiple Students</i> to open the search criteria and apply filters to generate a report for multiple students.
From Students (menu) Student Reports	Go to the <i>Students menu</i> > <i>Student Reports</i> > <i>Student Info Sheets</i> . This access defaults to the <i>Multiple Students</i> option. Select the search criteria to generate a report for the students you filtered for. Select <i>Single Student</i> 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	Primary Phone	Student Phone
Ager, Dani	Female	17 yrs	7/11/2002	Yes	9/1/2018	(704) 374-2415	(704) 555-8114
Family:	Ager	School:	Gabaldon High				
Address:	2016 Hummingbird Crescent		Grade Level	11th grade			
City/State/Zip:	Huntersville, NC 28078		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:							
Date Last Updated:	12/3/2019 10:09:00 PM						
Date Created:	11/28/2016 7:19:00 PM						