

# Section Roster

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## Tool Search: Section Roster

The Section Roster lists all students currently scheduled in the selected course section, as well as students who are scheduled to be in the section on a particular date after the start of the section, and students who have dropped the section.

**Section Roster ★**  
200-1 Second Grade Homeroom Teacher: Staff, Ethan

**Active Students: 4**

Grade 02: 4  
Gender F: 1 | Gender M: 3

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE	FLA	HEALTH	IEP	PLP	DOCUMENTS
Student, Jack	02	104955	M			🔴				<a href="#">View</a>
Student, Kimberly	02	106635	F			✳				<a href="#">View</a>
Student, Curtis	02	106846	M							<a href="#">View</a>
Student, Paige	02	106994	M				✳			<a href="#">View</a>

**Incoming Students: 2**

Grade 02: 1 | Grade KG: 1  
Gender M: 2

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE	FLA	HEALTH	IEP	PLP	DOCUMENTS
Student, Joey	02	104368	M	11/24/2025		✳				<a href="#">View</a>
Student, Calvin	KG	241000109	M	11/24/2025						<a href="#">View</a>

**Dropped Students: 1**

Grade 02: 1  
Gender M: 1

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE	FLA	HEALTH	IEP	PLP	DOCUMENTS
Student, Judd	02	107610	M		11/20/2025					<a href="#">View</a>

[Edit](#) [Print](#)

*Section Roster*

See the [Section Roster Tool Rights](#) article for information about rights needed to use this tool.

## Roster Navigation

[Roster Summary](#) | [Blended Learning Summary](#)

The Section Roster is a read-only screen. Students cannot be added to a course section from the roster, and data cannot be modified from the roster. However, users can view data about students in the course section from the roster when appropriate tool rights are assigned.

The Roster displays students in three cards:

- **Active Students** - This is a list of students who are scheduled to attend the course and are not subject to a future start date that is after the first scheduled date of the section or a prior

end date that is before the last scheduled date of the section.

- **Incoming Students** - This is a list of students who have a start date that is after TODAY and after the first scheduled date of the section. The [Days to Flag Roster Additions](#) determines how long a student is listed in this card. Once the number of days passes, the student is listed in the Active Students card.
- **Dropped Students** - This is a list of students who have an end date that is before TODAY and before the last scheduled date of the section.

## Roster Summary

A summary of the class appears above the list of students. This summary provides the total number of Active Students, the number of students by gender, and grade level. This summary also displays for students listed in the Incoming Students section and the Dropped Students section.

The screenshot shows the 'Section Roster' page for '200-1 Second Grade Homeroom' with 'Teacher: Staff, Ethan'. It includes a 'Collapse All' button. The 'Active Students' section shows 4 students: Student, Jack (02, 104965, M); Student, Kimberly (02, 106635, F); Student, Curtis (02, 106846, M); and Student, Paige (02, 106994, M). The 'Incoming Students' section shows 2 students: Student, Jack (02, 104965, M); Student, Kimberly (02, 106635, F). A summary table at the bottom shows Grade 02: 4, Grade KG: 1, and Gender M: 2.

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE
Student, Jack	02	104965	M		
Student, Kimberly	02	106635	F		
Student, Curtis	02	106846	M		
Student, Paige	02	106994	M		

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE
Student, Jack	02	104965	M		
Student, Kimberly	02	106635	F		

Roster Summary

## Blended Learning Summary

When using Blended Learning tools, a **Blended Learning Group Summary** displays. Students assigned to a Blended Learning Group are listed here, along with the names of the Blended Learning Groups assigned to each student in the section, as well as the total number of students in each group, broken down by gender. A Blended Learning Flag is also assigned to the student, which displays in the Flags column.

See the [Blended Learning Groups](#) article for more information.

Active Students: 6

Grade 02: 5 | Grade KG: 1  
Gender F: 1 | Gender M: 5

**Blended Learning Group Summary**  
All Virtual: 2 (M:2)  
All On-Site: 2 (F:1 | M:1)  
Hybrid - Virtual & On-Site: 2 (M:2)

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE	FLAGS	HEALTH	IEP	PLP	DOCUMENTS
Student, Joey	02	104368	M	11/24/2025						
Student, Calvin	KG	241000109	M	11/24/2025						
Student, Jack	02	104965	M							
Student, Kimberly	02	106635	F				*			
Student, L										

Roster Summary - Blended Learning Groups

## Roster Field Descriptions

The following defines the fields on the Roster editor.

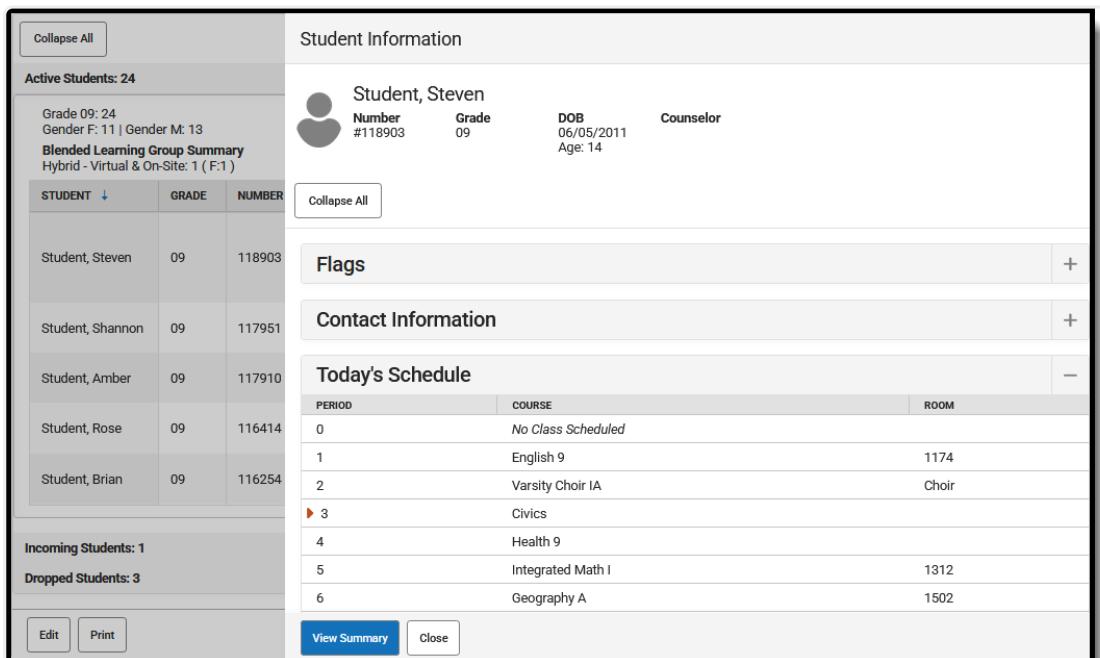
Data Element	Description
<b>Student</b>	Lists the student's name in Last Name, First Name, Middle Initial.
<b>Grade</b>	Lists the student's grade level of enrollment.
<b>Number</b>	Lists the student's local student number.
<b>Gender</b>	Indication of the student's gender.  Students with a gender not equal to M: Male or F: Female are counted as O: Other. This value only displays in states where gender codes other than M or F are available. Currently, this feature is only displayed for California districts.
<b>Start Date</b>	The first date that the student is scheduled to attend this course.  When this field is blank, students begin attending the section on the first day of the section or term.
<b>End Date</b>	The last date that the student is scheduled to attend this course.  When this field is blank, students are attending the section through the end date of that section or term.

Data Element	Description
<b>Flags</b>	<p>Lists <a href="#">program flags</a> associated with grades, emergency contact information, and other flags that may be attached to the student. Hover over the flag icon to see a description of the flag.</p> <p>Additional details about the flag are available in the <a href="#">Student Information Side Panel</a>.</p>
<b>Health</b>	<p>Indicates the student has a <a href="#">health condition</a>. This appears as an EMT symbol. Hover over the flag icon to see a description of the flag.</p> <p>The <a href="#">Flag Health Conditions system preference</a> needs to be enabled, and the <a href="#">Health Condition</a> must be marked as flagged for this symbol to appear on the roster.</p>
<b>IEP</b>	<p>Indicates that the student has an active, locked Individualized Education Program (IEP). The staff person can select the IEP icon when they are an active member on the student's team.</p> <p>A document icon displays, indicating the student has a locked IEP. The IEP can be viewed on the <a href="#">Student Information Side Panel</a>.</p>
<b>PLP</b>	<p>Indicates the student has a <a href="#">Personal Learning Plan</a>. The staff person can select the PLP icon when they are an active member on the student's team.</p> <p>A document icon displays, indicating the student has a PLP. The PLP can be viewed on the <a href="#">Student Information Side Panel</a>.</p>
<b>Documents</b>	<p>Indicates the student has a document uploaded. This could be a permission slip, a report, or something similar.</p> <p>A document icon displays, indicating the student has a document on file. It can be viewed on the <a href="#">Student Information Side Panel</a>.</p> <div data-bbox="382 1551 1394 1664" style="background-color: #e0f2e0; padding: 10px;"><p>In addition to tool rights to the Roster, teachers must have <b>Read</b> tool rights for Custom Forms OR Student Documents Custom Forms to view documents. See the <a href="#">Forms Tool Rights</a> documentation for additional information.</p></div>
<b>View</b>	Opens the Student Information Side Panel that includes the student's name, student number, grade level, date of birth, their counselor, flag details, contact information, and the student's schedule.

## Student Information Side Panel

[Student Flags](#) | [Contact Information](#) | [Today's Schedule](#)

Click **View** on the right side of the Section Roster to access the **Student Information Side Panel**. Here, view details about the student's Flags, their contact information, and their course schedule. Click **View Summary** to see their Student Summary information.



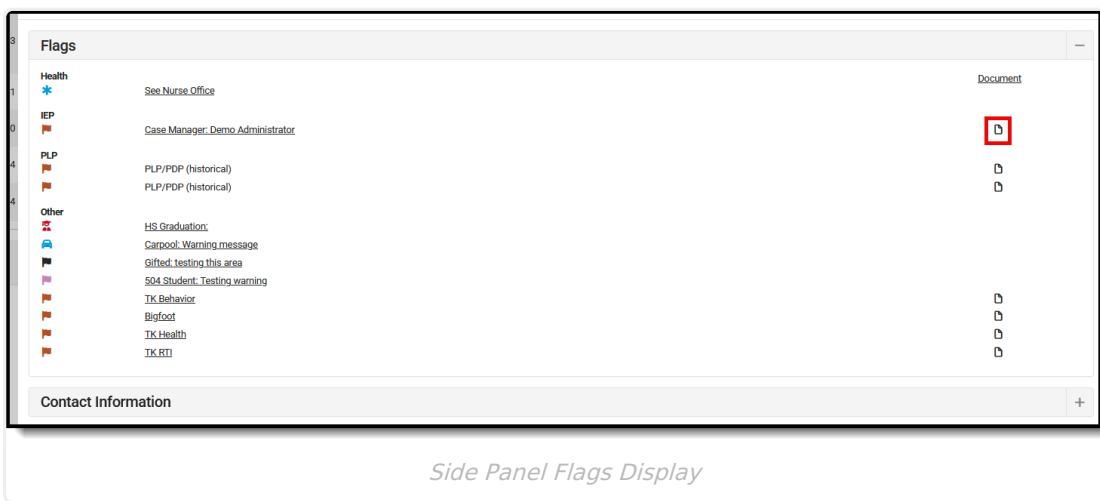
The screenshot shows the 'Student Information' panel for a student named Steven. It includes:

- Student Details:** Steven, Grade 09, DOB 06/05/2011, Age 14, Counselor.
- Flags:** A list of flags assigned to Steven.
- Contact Information:** Contact details for Steven.
- Today's Schedule:** Steven's daily class schedule.
- Buttons:** Edit, Print, View Summary, Close.

Student Information Side Panel

## Student Flags

From the main view of the Section Roster, a list of flags displays. On the side panel, more details about those flags is listed, including the ability to view documents - IEP, PLP, forms, etc. Click the paper icon to open the document in a new browser tab.



The screenshot shows the 'Flags' section of the side panel, listing various flags assigned to a student:

- Health:** See Nurse Office (marked with a blue star).
- IEP:** Case Manager: Demo Administrator.
- PLP:** PLP/PDP (historical), PLP/PDP (historical).
- Other:** HS Graduation, Carpool: Warning message, Gifted: testing this area, 504 Student: Testing warning, TK Behavior, Bigfoot, TK Health, TK RTI.

Each flag entry has a small document icon to its right, which likely links to the corresponding document.

Side Panel Flags Display

Flags are created in the [Flag Setup](#) tool and assigned to individual students manually on the Student Flags tool or to multiple students using the [Batch Program Assignment Wizard](#).

## Contact Information

The student's household information, including guardian details and Non-Household Relationships, displays on the Contact Information card. View their address, their home phone number, and any other contact information. This data pulls from existing Census information.

Student Information

	Student, Steven	Grade 09	DOB 06/05/2011	Age: 14	Counselor
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[Collapse All](#)

Flags

Contact Information

Household

Phone  
[\(651\)555-5858](#)

Address  
7116 York Road, Blaine, MN 55449

Self  
Student, Steven

Guard: Father  
Parent, Frank  
Home: [\(651\)555-5858](#)  
Cell:  
Work:  
Email:

Non-Household Relationships

Today's Schedule

*Side Panel Contact Information*

## Today's Schedule

View the student's daily schedule at a glance. A red arrow displays next to the course where the student is scheduled to be at the current time.

Student Information

Student, Steven

Number	#118903	Grade	09	DOB	06/05/2011	Counselor
Age: 14						

[Collapse All](#)

Flags

Contact Information

Today's Schedule

PERIOD	COURSE	ROOM
0	No Class Scheduled	
1	English 9	1174
2	Varsity Choir IA	Choir
3	Civics	
4	Health 9	
5	Integrated Math I	1312
6	Geography A	1502
7	Physical Science A	400
WIN	No Class Scheduled	
ACT	No Class Scheduled	

Side Panel Schedule Information

## Roster Edit

Click **Edit** to modify the list of students in the section. This opens the Requests & Rosters tool. This requires tool rights to Requests & Rosters.

Section Roster ★

3100-2 English 9 Teacher: Staff, Ian

Active Students: 24

Grade 09: 24  
Gender F: 11 | Gender M: 13  
Blended Learning Group Summary  
Hybrid - Virtual & On-Site: 11

**STUDENT**

- Student, Steven
- Student, Lylah
- Student, Cara
- Student, Caroline
- Student, Aaron
- Student, Victor

Incoming Students: 1  
Dropped Students: 3

[Edit](#) [Print](#)

Requests & Rosters ▾

3100 - 2 English 9 English

Scheduling & Courses > Courses > Section Roster

Teacher	Max Students	Students in Roster	Room	Team
3100 E	35	25	1174	

[Expand All](#)

Roster

STUDENT	GRADE	NUMBER	GENDER	TEAM	START DATE	END DATE	REPEAT	NO CREDIT
Student, Steven	09	241900066	M					
Student, Lylah	09	241900070	F					
Student, Cara	09	241900127	F					
Student, Caroline	09	126197	F					
Student, Aaron	09	115552	M					
Student, Victor	09	115843	M					
Student, Bakari	09	116254	M					
Student, Rose	09	116414	F					

[Batch Edit](#) [Save & Next](#) [Cancel](#)

Scheduling & Courses > Scheduling > Requests & Rosters

Section Roster Edit via Requests & Rosters

## Roster Print

Click **Print** to generate a PDF view of the roster. This displays the **Roster Print Options** editor, where users can select appropriate settings for printing the roster. This is the same editor used in

the [Section Roster Report](#), where users can select multiple sections to include in the report.

The screenshot shows the 'Section Roster' report interface. At the top, the title 'Section Roster' is followed by a star icon. Below it, the course details '200-1 Second Grade Homeroom' and 'Teacher: Staff, Ethan' are displayed. A 'Collapse All' button is on the left. The main area shows 'Active Students: 4' with a list of students: Student, Jack; Student, Kimberly; Student, Curtis; and Student, Paige. Below this, 'Incoming Students: 2' and 'Dropped Students: 1' are listed. At the bottom are 'Edit' and 'Print' buttons, with the 'Print' button highlighted by a red box and a red arrow pointing to it from the left.

**Roster Print Options**

This report displays student rosters for this section. The Effective Date is used to determine both the active Teachers assigned to the Course-Section and which students to include on the roster.

\* Term: T2  
\* Effective Date: 11/24/2025

Page Printing Options:  Shade Alternate Rows

Display Options:

- Course State Code
- Staff Number
- Show Section Placement
- Show Incoming Students
- Show Dropped Students
- Show Blended Learning Group Summary

Student Options:

- Student Number
- Local Number  State ID
- Student Picture
- Small  Large
- Household Phone and Address
- Guardians
  - Show Guardian Contact Information
  - Counselor Name
  - Graduation Cohort Year
  - Race/Ethnicity
    - Federal  State
  - Date of Birth
- Gender Identity
  - Health Conditions
  - Programs/Flags
    - Flags  IEP  PLP
    - Blended Learning Group
    - Locker

Generate Report

*Section Roster Print Options*