

Section Roster

Last Modified on 01/09/2026 9:19 am CST

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

Scheduling & Courses > Courses > Section Roster

Related Tools

Collapse All

Sections: 1 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	104965	M								View
Student, Kimberly	02	106635	F				*				View
Student, Curtis	02	106846	M								View
Student, Paige	02	106994	M					D			View

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							View
Student, Calvin	KG	241000109	M	11/24/2025							View

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						View

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.

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

Active Students: 4

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

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		

Incoming Students: 2

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

STUDENT	GRADE	NUMBER	GENDER	START DATE	END DATE

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	DOCU
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							

Roster Summary - Blended Learning Groups

Roster Field Descriptions

The following defines the fields on the Roster editor.

Data Element	Description
Student	Lists the student's name in Last Name, First Name, Middle Initial.
Grade	Lists the student's grade level of enrollment.
Number	Lists the student's local student number.
Gender	<p>Indication of the student's gender.</p> <p>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.</p>
Start Date	<p>The first date that the student is scheduled to attend this course.</p> <p>When this field is blank, students begin attending the section on the first day of the section or term.</p>
End Date	<p>The last date that the student is scheduled to attend this course.</p> <p>When this field is blank, students are attending the section through the end date of that section or term.</p>

Data Element	Description
Flags	<p>Lists program flags 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 Student Information Side Panel.</p>
Health	<p>Indicates the student has a health condition. This appears as an EMT symbol. Hover over the flag icon to see a description of the flag.</p> <p>The Flag Health Conditions system preference needs to be enabled, and the Health Condition must be marked as flagged for this symbol to appear on the roster.</p>
IEP	<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 Student Information Side Panel.</p>
PLP	<p>Indicates the student has a Personal Learning Plan. 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 Student Information Side Panel.</p>
Documents	<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 Student Information Side Panel.</p> <div> <p>In addition to tool rights to the Roster, teachers must have Read tool rights for Custom Forms OR Student Documents Custom Forms to view documents. See the Forms Tool Rights documentation for additional information.</p> </div>
View	<p>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.</p>

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.

Collapse All

Active Students: 24

Grade 09: 24
 Gender F: 11 | Gender M: 13
Blended Learning Group Summary
 Hybrid - Virtual & On-Site: 1 (F:1)

STUDENT	GRADE	NUMBER
Student, Steven	09	118903
Student, Shannon	09	117951
Student, Amber	09	117910
Student, Rose	09	116414
Student, Brian	09	116254

Incoming Students: 1
 Dropped Students: 3

Edit

Print

Student Information

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

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

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.

Flags

Health

See Nurse Office

Document

IEP

Case Manager, Demo Administrator

Document

PLP

PLP/PDP (historical)

Document

PLP/PDP (historical)

Document

Other

HS Graduation

Document

Carpool: Warning message

Document

Gifted: testing this area

Document

504 Student: Testing warning

Document

TK Behavior

Document

Bigfoot

Document

TK Health

Document

TK RTI

Document

Contact Information

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](#).

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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
Number
#118903

Grade
09

DOB
06/05/2011
Age: 14

Counselor

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

Collapse All

Active Students: 24

Grade 09: 24

Gender F: 11 | Gender M: 13

Blended Learning Group: 8

Hybrid - Virtual & On-Site: 16

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

Teacher

Max Students

Students in Roster

Room

Team

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

Previous - 3100 - 1 English 9

3100 - 3 English 9 - Next

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

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

The screenshot shows the 'Section Roster' interface for '200-1 Second Grade Homeroom' with Teacher 'Staff, Ethan'. The interface includes a 'Collapse All' button, a list of 'Active Students: 4' (Jack, Kimberly, Curtis, Paige), 'Incoming Students: 2', and 'Dropped Students: 1'. At the bottom left, there are 'Edit' and 'Print' buttons. A red arrow points from the 'Print' button to the 'Roster Print Options' dialog box. The dialog box contains the following options:

- 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