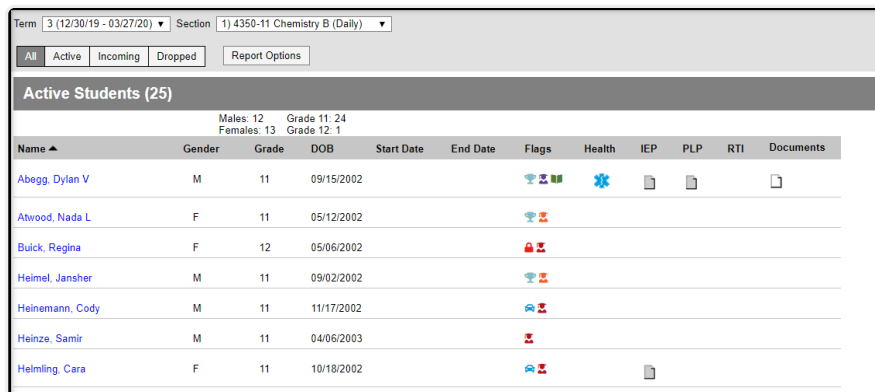# Viewing Your Roster

Last Modified on 01/16/2026 3:07 pm CST

Tool Search: Student Roster

The Roster lists all students scheduled into the **Section** you've selected. If you have [Classroom](#) enabled, the roster for the section you've selected displays; otherwise, choose a Section from the dropdown list at the top. This tool is read-only - you can view a variety of student data, but you cannot modify or add any.

The Roster shows basic data about students in your class.

> You must be an active [team member](#) on a student IEP or PLP team for links to those documents to display. To access other documents, you must have at least Read rights to Custom Forms. See the [Forms Tool Rights](#) documentation for additional information.
>
> See the [Instruction Tool Rights](#) article for information on available tool rights.

The roster is sorted into three sections, **Incoming**, **Active**, and **Dropped**.

Section	Description
Incoming	Incoming students are those who are scheduled to begin enrollment in the section at a later date, based on the Start Date entered on their [Schedule](#). The student's name displays in green text based on the [Days to Flag Roster Additions](#) system preference.
Active	Active students are those who are actively enrolled in the school and currently scheduled into the section.
Dropped	Dropped students are those who are no longer scheduled in the section based on the End Date entered on their [Schedule](#), or who are no longer enrolled in the school.

A summary of each section appears below the header which calculates the number of students in the section in each gender and grade level.

Roster Columns

The following information is available for each student.

If the Account Settings to display student picture and number are marked, those appear as well.

Data Element	Description
Name	The student's name, (Last, First, and Middle Initial).
Gender	Indicates if the student is male or female.
Grade	Grade level of the student's current enrollment.
DOB	Student's date of birth in *mm/dd/yyyy* format.
Start Date	Start date of enrollment in the course section, if entered on the student's Schedule.
End Date	Last date of enrollment in the course section, if entered on the student's Schedule. Only appears for Dropped students.
Flags	Lists program flags associated with grades, emergency contact information and other flags that may be attached to the student. **Blended Learning** If your school is using Blended Learning, an icon indicating the student's blended learning group that is active in the selected Term displays with the flags.
Health	Indicates the student has a health condition. This appears as an EMT symbol. Depends on both a system preference and settings in the health condition.
IEP	Indicates the student has an active Individual Education Plan. Click the IEP icon to view the document if you are an active member of the student's team and the IEP is locked. With the release of E.1430, IEP flags display prior to the first day of the term, if the plan is active.
PLP	Indicates the student has an active Personal Learning Plan. Click the PLP icon to view the document if you are an active member of the student's team and the PLP is locked.
RTI	Indicates the student has a Response to Intervention Plan. Click the RTI icon to view existing intervention deliveries as well as enter a new delivery.

Data Element	Description
Documents	Indicates the student has a locked document attached. Multiple documents display as a stack of papers. A side panel listing all documents displays when the icon is clicked. Documents are grouped by module, i.e. Counseling, Special Education, etc. Select a **School Year** from the dropdown to view documents associated with a particular year. Click on an entry to view the file as a PDF. Only locked Custom Forms display in the Roster; uploaded documents cannot be displayed here. In addition to tool rights to the Roster, teachers must have **R**ead tool rights for Student Information > General > Forms > (Module) > Custom Forms OR Student Information > (Module) > General > Documents > Custom Forms to view documents. See the Forms Tool Rights documentation for additional information.

Hover over any flags to see comments and additional information.

Student Details and Contact Information

Click on a student's name to open a detail window with information about the student and their guardians, including contact information.

Use link to Student Information > General to access tabs that you have rights to, such as the student's Schedule and Grades.

Click the Student Name to view Student and Guardian Details

Click on an email address to open a new email in your preferred email client.