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Using Filters | Student Records

Tool Search: Dependent Care

Student Records for Site Staff allows users to view student records for students enrolled in Dependent Care, both past and present. Users can view a student's: schedule, charges applied to the account, emergency contacts and persons authorized for pick up, and any forms and their completion status.

tudent Records ☆			Dependent Care > Site Staff > Student
tudent Records			
Show Filters Reset			
Student Name	Grade	Birth Date	
A, Charla	07	11/17/2013	^
A, Micah	02	10/21/2018	
B, Joshua	07	02/01/2014	
Family-A, Student1	12	01/01/2011	
Family-B, Student1	12	01/01/2011	
Family-B, Student2	11	02/02/2012	
Family-B, Student3	10	03/03/2013	
Family-C, Student1	12	01/01/2011	v
H 4 1 - H			1 - 8 of 8 items

Using Filters

Users may filter student records to view a more specific subset of records. Student Records can be filtered by Student Name and Grade level.

1. To filter student records, press the **Show Filters** button.

Hide Filters Reset		
Search by Student Name	Search by Grade	Apply Filters

- 2. To **Search by Student Name**, type in the name you'd like to search by. Users can search by a single letter or multiple letters.
- 3. To **Search by Grade**, type in the grade level by which to search.
- 4. Once the desired search filters are entered, press **Apply Filters**. Student records meeting the search criteria display.
- 5. To remove any filters, press **Reset**. The full list of student records displays.
- 6. To hide the filter search fields from view, press **Hide Filters**. The search filters are hidden from view. It is important to note that hiding filters does not remove filters. Any set filters remain and the Student Records list reflects those filters.



Student Records

Users can view student records by selecting the student whose record they'd like to view. Users are able to view sessions for which the student is registered, their session schedule, any charges applied to the account, emergency contacts and persons authorized for pickup, and any forms needed for the session. These are read-only screens and users may not make changes to any of the information they are viewing.

Viewing a Student Record

To view a specific record, find the student record you want to view and click on the record.

Student Records ☆	Dependent Care > Site Staff	> Student Records
Student Records A, Charla Student #: 000000000 Grade: 07 DOB: 11/17/2013		
Display Previous Sessions		
NSD Summer Enrichment	View	
Close		A, Micah >
Site Staff Student Records Student Sessions		

- A student record screen displays listing all currently enrolled sessions for the student. To view a list of previously enrolled sessions for the student, toggle the **Display Previous Sessions** option to **ON**. To view only currently enrolled sessions for the student, toggle **OFF** the **Display Previous Sessions** option.
- 2. To view a session in more detail, choose the session you wish to view and press **View**. A screen displays with session details for the student.

Student Records 🕸						Dependent Care > Site Staff >
Student Record	ds					
A, Charla Student a	t: 0000000000 Grade: 07 D	DB: 11/17/2013				
NSD Summer Enrich	iment					
Schedule -		 Emergency Contacts/ 	Authorized Pick Up Peop	le –		
MondayTuesday			Name Mother Merium A (Guardian) Name	Phone Cell: (555)555-0199 Work: (555)555-0125 Phone	Authorized Pick Up Person	
			Step Parent Step Parent A	Cell: (555)555-0313 Work: (555)555-0165		
			Name Sibling Micah A	Phone	Authorized Pick Up Person	
			Name Father Gideon A	Phone	Authorized Pick Up Person	
Charges			- Forms			
DATE	NAME	AMOUNT	Remired Forms			
06/06/00005	Registration	\$10.00	inclaired i drinib			

- 3. From this screen, site staff are able to view: Schedule, Emergency Contacts/Authorized Persons, Charges, and Forms.
- 4. Users may not make any changes to this screen. It is read-only.