

Student Records (Site Staff)

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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.

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

Dependent Care Site Staff Student Records

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

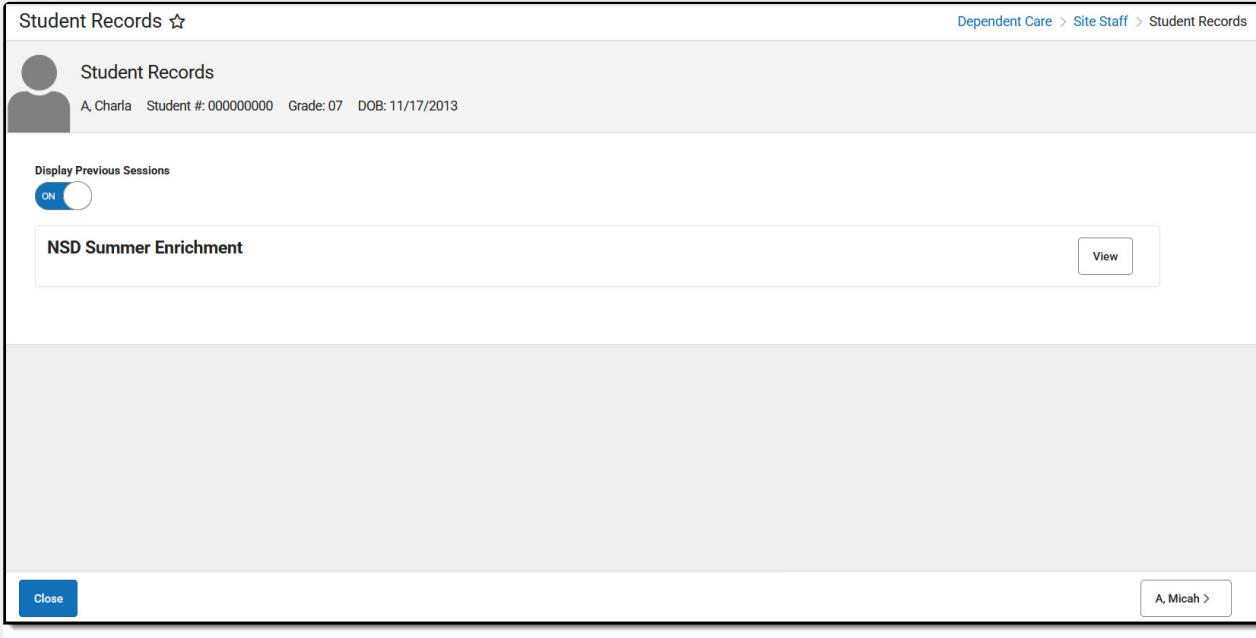
2. To **Search by Student Name**, type in the name you'd like to search by. Users can search by a single letter or multiple letters.
3. To **Search by Grade**, type in the grade level by which to search.
4. Once the desired search filters are entered, press **Apply Filters**. Student records meeting 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.



The screenshot shows a web-based application window titled "Student Records". At the top right, there is a breadcrumb navigation: "Dependent Care > Site Staff > Student Records". On the left, there is a user icon and the text "Student Records". Below that, it shows "A. Charla Student #: 000000000 Grade: 07 DOB: 11/17/2013". There is a toggle switch labeled "Display Previous Sessions" which is set to "ON". Below the switch, a session is listed: "NSD Summer Enrichment". To the right of the session list is a "View" button. At the bottom left is a "Close" button, and at the bottom right is a link "A. Micah >". The bottom of the window has a footer with links: "Site Staff", "Student Records", and "Student Sessions".

1. 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 ▾

Student Records
A, Charla Student #: 00000000 Grade: 07 DOB: 11/17/2013

NSD Summer Enrichment

Schedule

Monday
 Tuesday

Emergency Contacts/Authorized Pick Up People

Name	Phone	Authorized Pick Up Person
Mother Merium A (Guardian)	Cell: (555)555-0199 Work: (555)555-0125	<input checked="" type="checkbox"/>
Step Parent Step Parent A	Cell: (555)555-0313 Work: (555)555-0165	<input checked="" type="checkbox"/>
Sister Micah A	Phone	<input checked="" type="checkbox"/>
Father Gideon A	Phone	<input checked="" type="checkbox"/>

Charges

DATE	NAME	AMOUNT
06/06/2025	Registration	\$10.00

Forms

Required Forms
Optional Forms

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.