

Session Rosters

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Tool Search: Dependent Care

Viewing a Session

Once the appropriate timeframe is selected, a user may select a specific session for which to view information. Each session lists the start and end dates for session registration, the start and end dates for the session, and a quick reference to registration status.

The session also displays the number of students approved for care, the number of students pending approval, and the number of sites at which the session is offered.

Session Status	Definition
Registration Open Displays in green	The session has not started; session enrollment is open. These registrations appear in the Current timeframe.
Registration Closed Displays in black	The session has not yet started; session enrollment is no longer open. These registrations appear in the Current timeframe.
Active - Registration Open <i>Displays in green</i>	The session has started; session enrollment is closed. These registrations appear in the Current timeframe.
Active - Registration Closed <i>Displays in blue</i>	The session has started; session enrollment remains open. These registrations appear in the Current timeframe.
Complete Displays in black	The last day of the session has passed. Both enrollment and the session are closed. These registrations appear in the Previous timeframe.
Ready Displays in black	The start date for registration is after the system date; enrollment is not yet open. These registrations appear in the Upcoming timeframe.
Draft Displays in black	Session setup is not complete; enrollment is not open. These registrations appear in the Draft timeframe.

Session Statuses

Session Rosters

The Roster button allows users to view all students registered for the session. Users are able to: add pending registrations to sessions, view/edit dependent details, registration status, and form status.

	ent Care D)ashboard ☆								Dependent Care >	Administration > Dependent Ca	are Dashi
pend	ent Care Ro	oster - Group B Sun	nmer									
ielect Sit												
	-		•	Show Filters Reset								
											Select Col	umns:
ect	Details	Student	Grade	Registration Date	Submitted By	Phone	Email	Required Form Status	Registration Status	First Attendance Date	Last Attendance Date	
	Details	Family-B, Student1	12	06/04/2025	Family-B, Guardian			COMPLETE	APPROVED	06/16/2025	08/15/2025	
	Details	Family-B, Student2	11	06/04/2025	Family-B, Guardian			COMPLETE	APPROVED	06/16/2025	08/15/2025	
	Details	Family-B, Student3	10	06/04/2025	Family-B, Guardian			COMPLETE	APPROVED	06/16/2025	08/15/2025	
4	1	items p	er page								1-	3 of 3

1. Use the **Select Site** drop-list to select the site for which to view the roster. To view session roster information for all sites in the session, do not make a selection.

NOTE: Selecting a site allows users to view more roster details such as a dependent's scheduled attendance days, the number of students approved for attendance each day of the session, and the ability to add students to the session schedule.

1. To further filter the roster view, press **Show Filters**.

Select Site	Hide Filters Reset		
Filter by Student	Filter by Grade	Filter by Required Form Status	
			·]
Filter by Submitted By	Filter by Registration Date	Filter by Registration Status	
	month/day/year	•	Apply Filters
<u></u>			

- 1. Users may filter the roster by: Student Name, Grade, Required Form Status, by whom the request was Submitted, the session Registration Date, and the Registration Status.
 - To **Filter by Student**, enter the name of the student(s) for which you are searching. Enter as much information as desired. All students matching the information entered display.
 - To **Filter by Grade**, enter the grade(s) for which you are searching.
 - If filtering by **Required Form Status**, use the drop-list to select **Complete** or **Awaiting**



Review. Selecting *Complete* means all students with completed forms display. *Awaiting Review* means all students with forms still needing administrative approved display.

- To **Filter by Submitted By**, enter the name of the person(s) for which you are searching. Enter as much information as desired. All persons matching the entered information who submitted a registration request display.
- To **Filter by Registration Date**, use the calendar icon to select the appropriate date. Any registrations submitted on this date display. Only one date may be used to filter.
- Use the drop-list to Filter by Registration Status: Approved, Pending, or
 Withdrew. Selecting *Approved* filters the display to all students whose registrations have been approved for session care. Selecting *Pending* means all students whose registrations are still pending administrative approval for session care display. Selecting *Withdrew* filters the display to all students whose registration requests have been withdrawn for session care.
- 2. Users may apply as many or as few filters as desired. Once the desired filters are selected, press **Apply Filters**. Any registrations matching the entered filters display.
 - To clear the filter(s), press **Reset**. All students again display.

NOTE: Roster views are read-only for students approved for a session's dependent care. For students whose registration is pending, roster information may still be edited.

Viewing Dependent Details

Users may use this screen to view details for the dependent such as session forms, charges and discounts, dependent care schedules, and emergency contact information. This is a read-only screen for students with an approved registration. Users may edit some fields if the student's registration is pending.

		Dependent Care > Admir	nistration > Dependent Care Das
- Charges & Discounts		-	
Registration Charge Registration Family			
- Emergency Contacts /	Authorized Pick Ups	-	
Name Father Eric Smith (Guardian) Name Mother M Smith (Guardian)	Phone Cell: (555)555-5551 Phone Cell: (555)555-5555	Authorized Pick Up Person	
Name Emergency Contact K Johnson	Phone Cell: (555)555-0000	Authorized Pick Up Person	
Name Emergency Contact G Smith	Phone Cell: (555)555-5545	Authorized Pick Up Person	
Name	Phone	Authorized Pick Up Person	
	 Charges & Discounts Registration Charge Registration Family Emergency Contacts / Name Father Eric Smith (Guardian) Name Mother M Smith (Guardian) Name Emergency Contact K Johnson Name Emergency Contact G Smith Name 	 Charges & Discounts Registration Charge Registration Family Ernergency Contacts / Authorized Pick Ups Name Phone Father Cell: (555)555-5551 Eric Smith (Guardian) Name Phone Mother Cell: (555)555-5555 M Smith (Guardian) Name Phone Emergency Contact Cell: (555)555-5555 M Smith (Guardian) Name Phone Emergency Contact Cell: (555)555-5545 G Smith Name Phone 	Charges & Discounts - Registration Charge - Registration Family - - Emergency Contacts / Authorized Pick Ups - - Emergency Contacts / Authorized Pick Ups - Name Phone Authorized Pick Up Person First Smith (Guardian) Cell: (555)555-5551 ✓ Name Phone Authorized Pick Up Person Mother Cell: (555)555-5555 ✓ Name Phone Authorized Pick Up Person Marcian Cell: (555)555-5555 ✓ Name Phone Authorized Pick Up Person Marcian Cell: (555)555-5545 ✓ Name Phone Authorized Pick Up Person Name Phone Authorized Pick Up Person Name Phone Authorized Pick Up Person



Editing Dependent Details for Pending Registrations

If a student's Registration status is still Pending, users may make changes to the student's details. Once the request is approved, users are no longer allowed to make changes.

1. Press **Details** for the student for whom you'd like to make changes. Details for the student are displayed.

ependent Care Dashboard ☆			Dependent Care > Administration > Dependent Ca
Allen, Joel 25-26 Kids Club			
Forms	Charges & Discounts Registration Charge (Required) (-	
	Additional Discourt		
schedule	 Emergency Contacts / Authorized Pick Ups 		
Site Carter Middle First Attendance Date	Name Phone Father Father Allen (Guardian)	Authorized Pick Up Person	
08/25/2025 05/21/2026 Section Minimum 2 Davs per Week	Name Phone Mother Mother Allen (Guardian)	Authorized Pick Up Person	
Before School	Name Phone Sibling Sister Allen	Authorized Pick Up Person	
Monday Tuesday Wednesday Thursday Friday	Name Phone Sibling Sister 2 Allen	Authorized Pick Up Person	
After School	Name Phone Sibling Brother Allen	Authorized Pick Up Person	
Monday Tuesday Wednesday Thursday Friday	Name Phone Sibling Sister 3 Allen	Authorized Pick Up Person	
	Name Phone	Authorized Pick Up Person	

Student Forms

In the Forms section, user can review and approve any required forms parents have filled out in relation to the session for which they're registering. Forms are added when the session is created. See the <u>Adding Portal Information to a New Session</u> article for more information.

Forms	-
Required Forms Session Waiver	
AWAITING REVIEW	

- 1. To review a form, click on the appropriate form. The selected form displays for the user to review.
- 2. Press **Form Complete** to approve the form. The status of the form changes from Awaiting Review to **Complete**.
- 3. Use the **Print** button to print out the form.
- 4. Press **Cancel** to exit without approving the form.

Charges & Discounts

This section allows the user to apply a registration fee to the account. Users may also enter any desired discounts to the account. Charges and Discounts are setup when the session is created. See the <u>Adding Charges and Discounts to a New Session</u> article for more information.

Charges & Discounts			
Registration Charge (Required)	•		
Discount		Apply Discount to Drop Ins	
	- X	0	

- 1. Use the **Registration Charge** drop-list to select the registration fee to apply to the student.
 - The Registration Charge is a required field. If the session isn't going to require a registration fee, it is suggested you create a registration charge of \$0.00. See the <u>Adding</u> <u>Charges and Discounts to a New Session</u> article for more information.
- 2. To apply a discount to the account, use the **Discount** drop-list to select the appropriate discount.
 - To apply this discount to the student's drop-in care as well, mark the Apply Discount to Drop Ins checkbox.
 - 2. Users may add as many additional discounts, as desired, to the student by pressing the **Additional Discount** button.
 - 3. To remove a discount from the student account, simply press the red **X** button for the appropriate discount.

Schedule

The Schedule section allows users to view the student's desired site for care and dates of attendance. Users can also view and edit the desired attendance schedule.



Edit Schedu	le								
Site (Required)									
Cleveland Ele	ementary	•							
First Attendance	Date (Require	ed) Last	Attendance D	ate (Requir	ed)				
06/29/2025		12	/30/2025						
Section (Require Minimum 1 Da Before Scho	ed) ay per Week ool								
Select this S	Select this Section								
After Schoo	L								
Select this S	Section								
Monday	Tuesday	Wednesday	Thursday	Friday					
S	ave		Ca	ncel					

- 1. To edit the student's schedule, press **Edit**. The Edit Schedule screen displays in the right screen.
- 2. Use the Site drop-list to change the selected site of attendance. Do not change this setting if the appropriate site is selected.
- 3. If necessary, use the **First** and **Last Attendance Date** fields to alter the dates of attendance.
- 4. The Section area is used to edit the student's days of attendance.
 - 1. Each section for the session at the selected site and student's days of attendance are displayed.
 - Chose the section for which you want to make changes and mark the Select this Section checkbox. If this box is not marked, you may not make changes to the student's days of attendance.
 - 3. Mark/Unmark the appropriate days of attendance for the student.
- 5. When finished, press **Save** to save the changes to the student's schedule or press **Cancel** to exit without saving the changes.

Emergency Contacts/Authorized Pick Ups

Use the Emergency Contacts/Authorized Pick Ups section to review emergency contacts, edit authorized pick up status, or add any additional emergency contacts.



- Any Emergency Contacts submitted with the registration my not be edited or removed. You can, however, update their Authorized Pick Up status by marking, or unmarking, the Authorized Pick Up Person checkbox.
- 2. To add additional emergency contacts, press Add.

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- 1. Use the **Name** field to enter the name of the emergency contact.
- 2. In the **Phone** field, enter the person's phone number.
- 3. If this contact is approved for student pickup from dependent care, mark the **Authorized Pick Up Person** checkbox.
- 3. To remove a contact, find their name in the list and press **Remove**. The person is remove from the list.
- 4. When finished, press **Save** to save the changes or **Cancel** to exit without saving the changes.
- After reviewing the forms and application information, you can press Approve Application to complete the student's registration for the session. Once approved, the student's Registration Status changes from Pending to Approved.
- 6. To exit without approving the application, press **Cancel**. All changes made to the Student Details are saved, but the registration status remains as **Pending**.
- 7. To remove the application request, press **Remove Request**.

Remove Student Request	×
You are about to remove this student's application request wish to continue?	t, do you
Delete	Кеер

1. At the prompt, confirm you want to remove the request and press **Delete**. Press **Keep** to cancel to removal of the request. If the request is removed, the student is removed from the session roster.

Reviewing Registration Requests



Registrations are approved or denied through a session's roster. For more information on processing registration requests, see the <u>Reviewing Registration Requests</u> article.