

Student Records (Administration)

Last Modified on 01/12/2026 12:47 pm CST

Tool Search: Dependent Care

Administration Student Records allows users to view and edit student records for students enrolled in Dependent Care, both past and present. Users can view/edit/adjust a student's: schedule, emergency contacts and persons authorized for pick up, charges, discounts, credits, and any forms and their completion status.

Student Records ☆

Dependent Care > Administration > Student Records

Student Records

Hide Filters

Reset

Search by Student Name

Search by Grade

Apply Filters

Student Name	Grade	Birth Date
Andersen, Jane	07	11/17/2013
Andersen, Joe	02	10/21/2018
Allen, Beth	02	03/02/2018
Allen, Joe	04	10/23/2015
Anderson, Jack	10	10/12/2009
Anderson, 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

1

1 - 11 of 11 items

Administration Student Records

Using Filters

Users may search for a specific student, or subset of students, using the filter options.

1. To filter student records, press the **Show Filters** button. Available filters for student records display.

Hide Filters

Reset

Search by Student Name

Search by Grade

Apply Filters

1. 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.
2. To **Search by Grade**, type in the grade level by which to search.
3. Once the desired search filters are entered, press **Apply Filters**. Student records meeting the search criteria display.

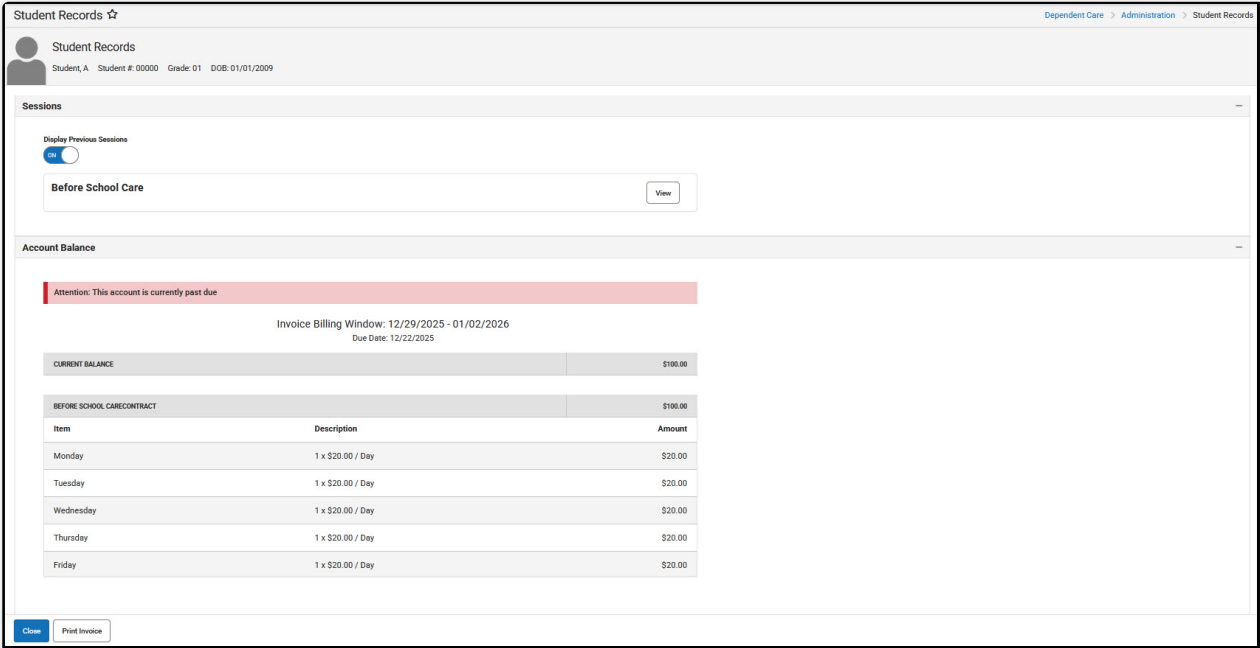
4. To remove any filters, press **Reset**. The full list of student records displays.
5. To hide the filter search fields from view, press **Hide Filters**. The search filters are hidden from view. It is important to note that hiding filters does not remove filters. Any set filters remain and the Student 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 and edit 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. Users may also view the current account balance for the selected student.

View a Student Record

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



The screenshot shows the 'Student Records' interface for a specific student. The header includes the student's name, ID, grade, and date of birth. The main content area is divided into two sections: 'Sessions' and 'Account Balance'.

Sessions Section: A toggle switch for 'Display Previous Sessions' is set to 'On'. Below it, a search bar contains the text 'Before School Care' and a 'View' button.

Account Balance Section: A red alert banner states 'Attention: This account is currently past due'. Below this, the 'Invoice Billing Window' is '12/29/2025 - 01/02/2026' with a 'Due Date' of '12/22/2025'. A table shows the 'CURRENT BALANCE' as '\$100.00'.

Item	Description	Amount
BEFORE SCHOOL CARE CONTRACT		
Monday	1 x \$20.00 / Day	\$20.00
Tuesday	1 x \$20.00 / Day	\$20.00
Wednesday	1 x \$20.00 / Day	\$20.00
Thursday	1 x \$20.00 / Day	\$20.00
Friday	1 x \$20.00 / Day	\$20.00

At the bottom of the account balance section, there are 'Close' and 'Print Invoice' buttons.

Dependent Care Student Records

From the student-specific Student Records screen, users can view/edit individual sessions for the student, view the student's account balance, and print an invoice for the student.

For more information, see:

[Student Record Sessions](#)

[Student Record Account Balance](#)

[Student Record Print Invoice](#)

