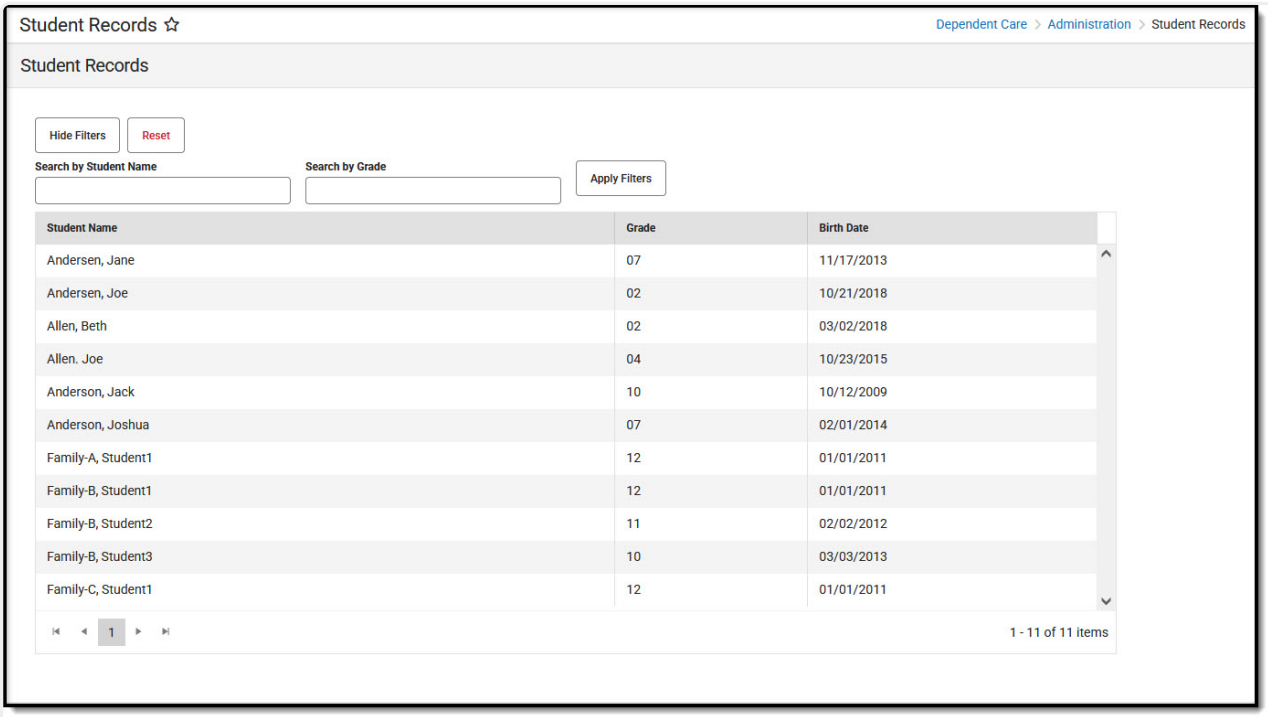
Student Records

Last Modified on 08/05/2026 9:44 am CDT

Tool Search: Dependent Care

Student Records allow 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/persons authorized for pickup, charges, discounts, credits, and any forms and their completion status.



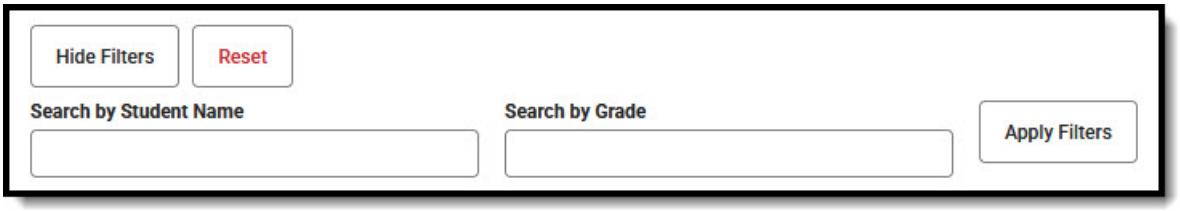
Administration Student Records

See the Dependent Care Student Records Tool Rights article for information on available tool rights.

Student Record 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.



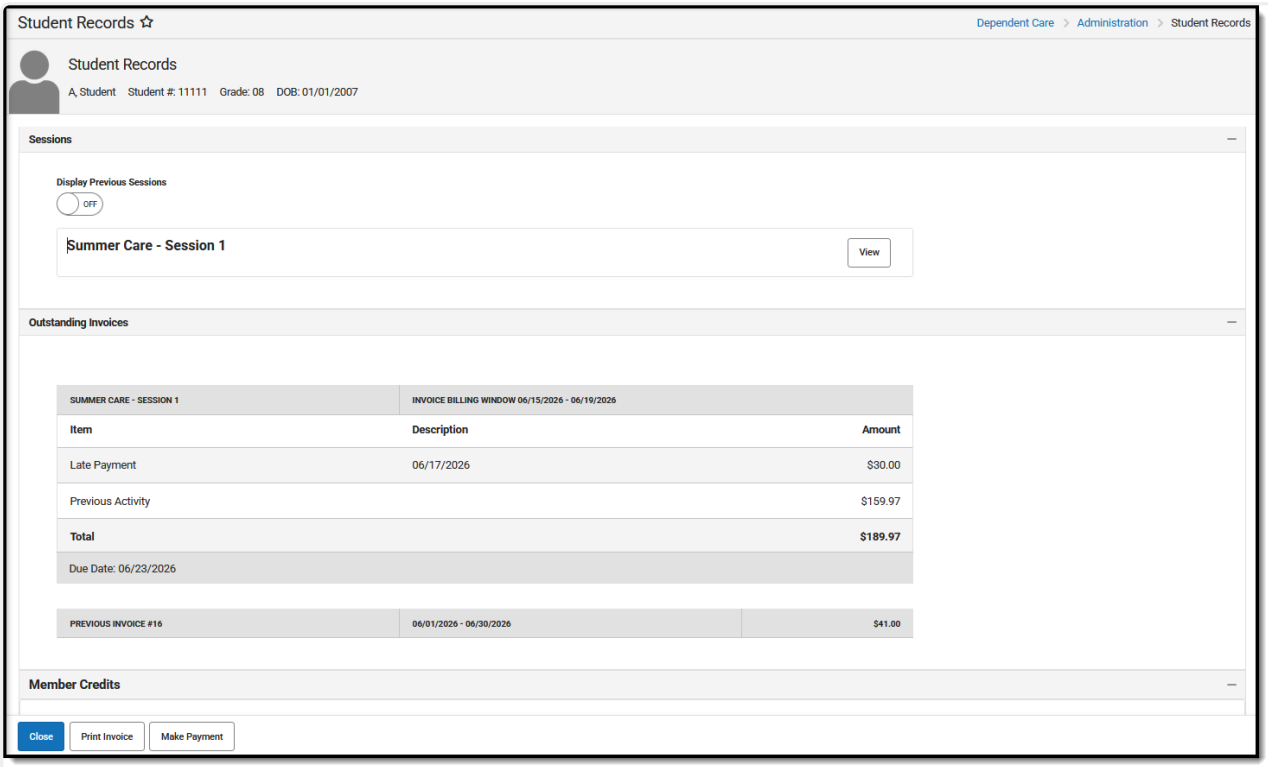
1. To **Search by Student Name**, type in the name you'd like to search by. Users can search by a single letter or multiple letters.
2. To **Search by Grade**, type in the grade level by which to search.
3. Once the desired search filters are entered, press **Apply Filters**. Student records meeting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

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.



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 Outstanding Invoices

Student Record Member Credits

Student Record Payment History

Student Record Print Invoice

Student Record Make a Payment