

# Student Records

Last Modified on 04/09/2026 9:19 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.

The screenshot shows the 'Student Records' interface. At the top, there are navigation links: 'Dependent Care > Administration > Student Records'. Below the title 'Student Records', there are two buttons: 'Hide Filters' and 'Reset'. There are two search input fields: 'Search by Student Name' and 'Search by Grade', followed by an 'Apply Filters' button. Below the search fields is a table with three columns: 'Student Name', 'Grade', and 'Birth Date'. The table contains 11 rows of student data. At the bottom of the table, there is a pagination control showing '1' and '1 - 11 of 11 items'.

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

Administration Student Records

## 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.

This close-up screenshot shows the search filter interface. It includes two buttons: 'Hide Filters' and 'Reset'. Below these are two search input fields: 'Search by Student Name' and 'Search by Grade', followed by an 'Apply Filters' button.

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.

The screenshot shows the 'Student Records' interface for a specific student. At the top, there is a header with 'Student Records' and a star icon, and a breadcrumb trail: 'Dependent Care > Administration > Student Records'. Below the header, the student's name 'Student, A' is displayed along with their ID '00000', grade '01', and date of birth '01/01/2009'. The main content area is divided into two sections: 'Sessions' and 'Account Balance'. The 'Sessions' section has a toggle for 'Display Previous Sessions' (set to 'On') and a search box containing 'Before School Care' with a 'View' button. The 'Account Balance' section features a red warning banner: 'Attention: This account is currently past due'. Below this, it shows the 'Invoice Billing Window: 12/29/2025 - 01/02/2026' and 'Due Date: 12/22/2025'. A summary table shows a 'CURRENT BALANCE' of \$100.00. A detailed table lists charges for 'BEFORE SCHOOL CARE CONTRACT' with a total of \$100.00, broken down by day (Monday through Friday) at \$20.00 per day. At the bottom left, 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](#)

