

# Student Record Sessions

Last Modified on 04/06/2026 1:23 pm CDT

Student Record Sessions allow users to view the sessions for which the student is currently registered, as well as sessions for which they were previously registered.

Student Records ☆
Dependent Care > Administration > Student Records

**Student Records**

Student, A Student #: 00000 Grade: 05 DOB: 01/01/2015

**Sessions**

Display Previous Sessions  OFF

Consistent Invoice Session
View

**Outstanding Invoices**

CONSISTENT INVOICE SESSION		INVOICE BILLING WINDOW 03/30/2026 - 04/03/2026
Item	Description	Amount
AM Section	3 x \$10.00 / Day	\$30.00
PM Section	1 x \$20.00 / Day	\$20.00
Registration	Reg	\$1.00
<b>Total</b>		<b>\$51.00</b>
Due Date: 03/28/2026		

Close
Print Invoice

*Student Record Student Session(s) View*

## View Session Details

1. 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, toggle **OFF** the **Display Previous Sessions** option.
2. To view a session in more detail, select the desired session and press **View**. A screen displays session details for the student.

Student Records ☆ Dependent Care > Administration > Student Records

Student Records  
Allen, Jane Student #: 111111 Grade: 02 DOB: 03/02/2018

Group A - Summer Explorer

**Schedule**

Daily Summer Care 06/16/25 - 08/01/25 Cleveland Elementary

Day	Selected
Monday	<input checked="" type="checkbox"/>
Tuesday	<input checked="" type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input checked="" type="checkbox"/>
Friday	<input type="checkbox"/>

[Edit](#)

**Emergency Contacts/Authorized Pick Up People**

Name	Phone	Authorized Pick Up Person
Mother Mom Allen (Guardian)	Cell: (555)555-1478 Work: (555)555-1109	<input checked="" type="checkbox"/>
Father Dad Allen (Guardian)	Cell: (555)555-1477	<input checked="" type="checkbox"/>
Sibling Sister Allen		<input type="checkbox"/>

[Edit](#)

**Charges**

DATE	NAME	AMOUNT	Adjust
06/11/2025	Registration Fee	\$50.00	<a href="#">Adjust</a>

[Add](#)

**Discounts**

START DATE	END DATE	NAME	AMOUNT	Edit
06/11/2025		Family Discount	\$50.00	<a href="#">Edit</a>

[Add](#)

**Credits**

DATE	NAME	AMOUNT
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[Add](#)

**Forms**

Required Forms

[View Room Disc](#)  
(COMPLETE)

Last modified by Administrator, Demo on 6/11/25, 2:28 PM

[Close](#) [Back](#) [Abel, Joe](#) [Anderson, Joe](#)

- From this screen, users can both view and edit: Schedule, Emergency Contacts/Authorized Persons, Charges, Credits, Discounts, and Forms.

## Edit a Student's Session Schedule

Users can view and edit a student's session schedule.

- To edit the student's session schedule, press **Edit**. The student's Current Schedule displays.

**Edit AM Section 12/22/2025 - 04/30/2026**

**Current Schedule**

Site  
Elementary School

First Attendance Date 12/22/25      Last Attendance Date (Required) 04/30/2026

Minimum 1 days per week (Required)

**AM Section 6:00 AM - 8:00 AM**

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Last modified by Administrator, System on 12/22/25, 11:01 AM

[Add Schedule](#)

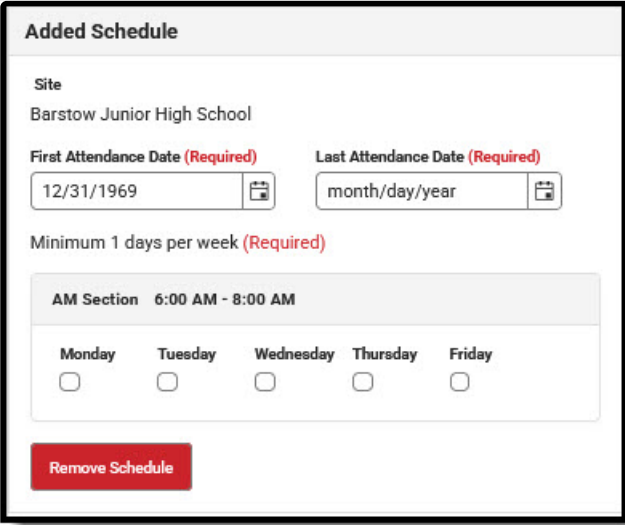
*Current Schedule View*

- The **First Attendance Date** field displays the day on which the student first attended the session.

3. Use the **Last Attendance Date** fields to enter a new date, if necessary.
4. The **Weekday** check boxes display the days on which the student attends the session. The student is scheduled to attend on all of the checked days. Users cannot modify the currently scheduled days. See Add a Student Schedule to make changes to scheduled days for the session.
5. When finished, press **Save** to save any changes made to the student's schedule or **Cancel** to exit without saving the changes. To make further changes to the student's session schedule, press **Add Schedule**. See [Add a Student Session Schedule](#) for more information.

## Add a Student Session Schedule

Users can modify a student's session schedule through the Added Schedule option.



*Added Schedule Editor*

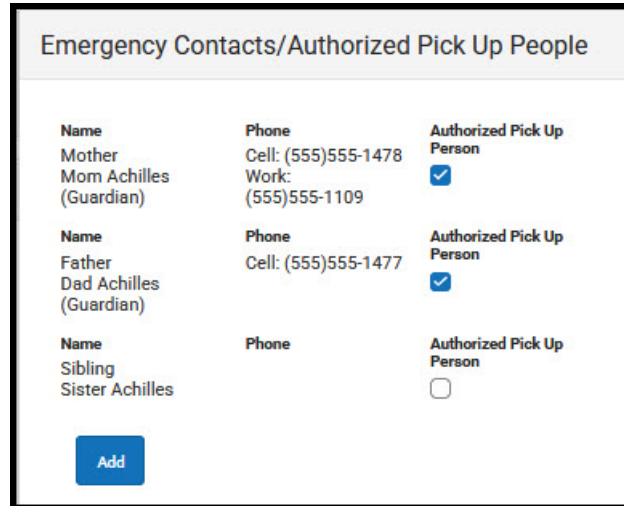
1. Use the **First Attendance Date** and **Last Attendance Date** fields to enter the date range for which the student will be in attendance for the session.
2. Use the **Weekday** check boxes to mark the days for which the student will be in attendance. Checked days indicate the student will attend the session. Leave days the student won't attend blank. Students must attend for at least the minimum number for days required for the session. Users may not save the changes if the student schedule does not meet this requirement.
3. When finished, press **Remove Schedule** to remove the added student schedule for the session. Press **Save** to exit and save the added schedule for the session. Press **Cancel** to exit from editing the student's session schedule without saving any changes.

## Student Session Emergency Contacts and Authorized Pickup Person(s)

Users may not remove Emergency Contacts from a student record. They may, however, change their Authorized Pick Up Person status or add new emergency contacts and authorized pick up persons.

1. To view/edit the list of Emergency Contacts and Authorized Pick Up Persons for a student,

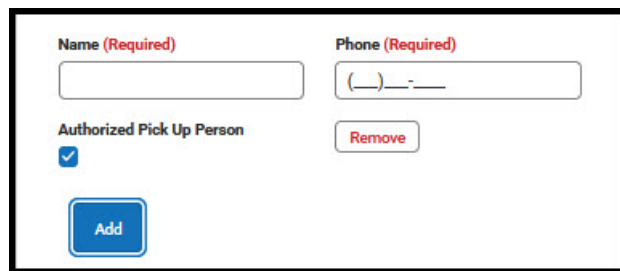
press the **Edit** button. The Emergency Contacts/Authorized Pick Up People list displays.



Name	Phone	Authorized Pick Up Person
Mother Mom Achilles (Guardian)	Cell: (555)555-1478 Work: (555)555-1109	<input checked="" type="checkbox"/>
Father Dad Achilles (Guardian)	Cell: (555)555-1477	<input checked="" type="checkbox"/>
Sibling Sister Achilles		<input type="checkbox"/>

**Add**

- To change a person's Authorized Pick Up status, either mark or unmark the checkbox. If the **Authorized Pick Up Person** checkbox is marked, the person *is* authorized to pick up the student. If the checkbox is unmarked, the person *is not* authorized to pick up the student.
- To add a new emergency contact/authorized pick up person, press **Add**.



**Name (Required)**

**Phone (Required)**

Authorized Pick Up Person

**Remove**

**Add**

- Enter a **Name** and **Phone** number for the new contact.
- If this person is authorized to pick up the student from care, mark the **Authorized Pick Up Person** checkbox.
- To remove a newly added contact, press **Remove**. It is important to note that existing contacts may not be removed from the list nor can a newly added contact be removed once the addition is saved.
- When finished, press **Save** to save any changes made to the student's schedule or **Cancel** to exit without saving the changes.

## Student Session Charges

Users are able to adjust charges applied to the student's session or to add additional charges.

### Adjust Existing Charges

- Find the charge you'd like to adjust and press **Adjust**. The Adjust a Charge screen displays.

2. If the charge has already been invoiced, the charge cannot be edited. A note displays saying the charge has already been invoiced.
3. The **Charge Name** is read-only and cannot be changed.
4. In the **Effective Date** field, enter the date on which this charge adjustment takes effect.
5. Use the **Adjustment Amount** to enter the amount the charge will be adjusted. This amount must be equal to, or less than, the current charge.
6. Enter a **Comment** explaining the adjustment. This is a required field.
7. When finished, press **Save** to save any changes made to the charges or **Cancel** to exit without saving the changes.
8. Once the adjustment is applied, users are able to edit the adjustment by pressing the **Edit** button. From the Edit screen, users may change the **Effective Date** and the **Adjustment Amount**. Users must also enter a **Comment** explaining the reason for the edit.

## Add Additional Charges

1. To add an additional charge to the student session charges, press **Add**. The Add a Charge screen displays.

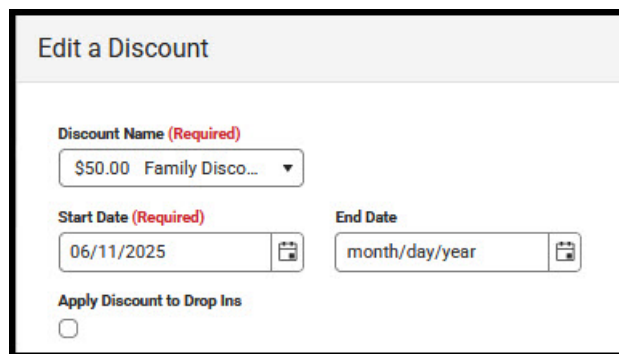
2. Use the **Charge Name** drop-list to select a charge the apply to the student's charges.
3. In the **Effective Date** field, enter the date on which the charge should be applied.
4. Enter a **Comment** as to why the charge is being applied. This is a required field.
5. When finished, press **Save** to save any changes made to the charges or **Cancel** to exit without saving the changes.

## Student Session Discounts

Users are able to edit existing discounts applied to the student's session or to add additional discounts.

### Edit Existing Discounts

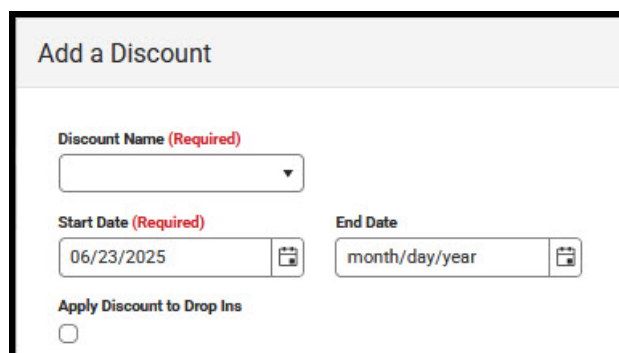
1. Find the discount you'd like to change and press **Edit**. The Edit a Discount screen displays.



2. Use the **Discount Name** field to determine the appropriate applied discount. If the appropriate discount is selected, leave this field as-is.
3. In the **Start Date** and **End Date** fields, enter the date range for which to apply this discount. If the discount should be indefinitely applied, leave the End Date blank.
4. Mark the **Apply Discount to Drop Ins** if the discount should be applied to any drop-in care for the student. Leave the checkbox unmarked if the discount should not be applied to drop-in care.
5. When finished, press **Save** to save any changes made to the discounts or **Cancel** to exit without saving the changes.

### Add Additional Discounts

1. To add an additional discount to the student session discounts, press **Add**. The Add a Discount screen displays.



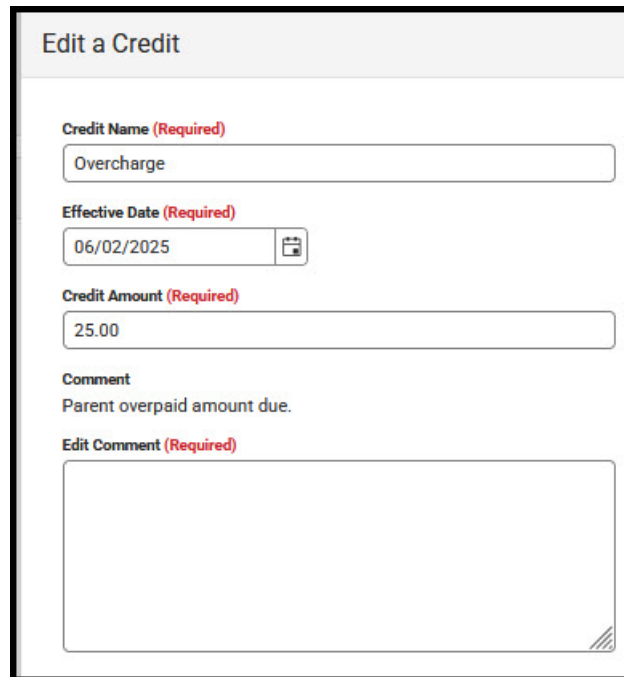
2. Use the **Discount Name** drop-list to select a charge the apply to the student's charges.
3. In the **Start Date** and **End Date** fields, enter the date range for which to apply this discount. If the discount should be indefinitely applied, leave the End Date blank.
4. Mark the **Apply Discount to Drop Ins** if the discount should be applied to any drop-in care for the student. Leave the checkbox unmarked if the discount should not be applied to drop-in care.
5. When finished, press **Save** to save any changes made to the discounts or **Cancel** to exit without saving the changes.

## Student Session Credits

Under session Credits, users may edit existing credits or can add additional credits to the account.

### Edit Existing Credits

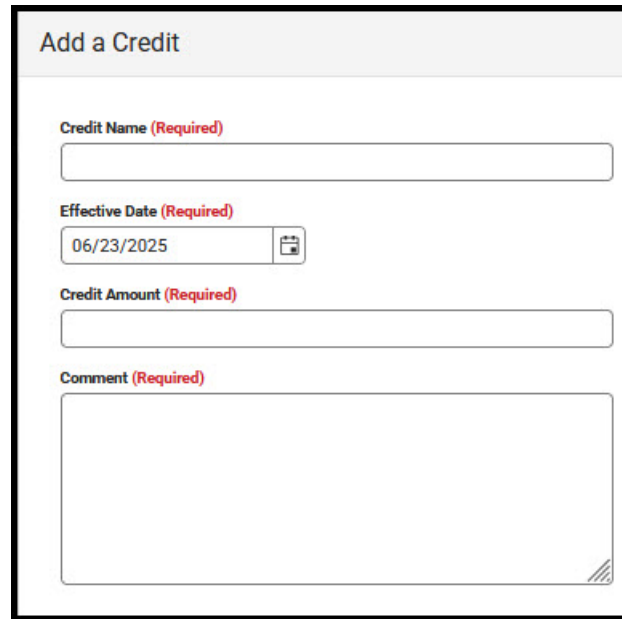
1. Find the credit you'd like to change and press **Edit**. The Edit a Credit screen displays.



2. Use the **Credit Name** field to enter the name of the credit. Leave this field as-is if the name of the credit still works.
3. In the **Effective Date** field, enter the date on which to apply this credit. Leave this field as-is if it does not need changing.
4. Next, enter the amount to credit the account in the **Credit Amount** field. Leave this field as-is if the credit amount is still correct.
5. Use the **Edit Comment** field to explain the reason for the credit. This is a required field.
6. When finished, press **Save** to save any changes made to the discounts or **Cancel** to exit without saving the changes.

### Add Additional Credits

1. To add an additional credit to the student session credits, press **Add**. The Add a Credit screen displays.



2. Use the **Credit Name** field to enter the name of the credit.
3. In the **Effective Date** field, enter the date on which to apply this credit.
4. Next, enter the amount to credit the account in the **Credit Amount** field.
5. Use the **Comment** field to explain the reason for the credit. This is a required field.
6. When finished, press **Save** to save any changes made to the discounts or **Cancel** to exit without saving the changes.

## Student Forms

The Forms section can be used to view any student forms and their completion status. Forms cannot be edited or added from this screen.

## Outstanding Invoices

In the Outstanding Invoices section of the Student Records screen, users can view any unpaid invoice balances for the student's account. This screen details the current invoice balance and provides itemized invoice details. This is a read-only screen; no changes can be made to the account.

## Understanding the Outstanding Invoices Screen

Field	Description
<b>Session</b>	The Session column displays the session(s) for which the student has an outstanding invoice.
<b>Invoice Billing Window</b>	Indicates the date range to which the invoice applies and lists the date on which payment is due.

Field	Description
<b>Item</b>	List the item for which the student is being invoiced.
<b>Description</b>	A breakdown of charges, credits, and discounts applied to the student's account for each session in which they are enrolled.
<b>Amount</b>	The <b>Amount</b> owed for each item listed.
<b>Print Invoice</b>	Allows users to print a specific invoice for the student. See <a href="#">Print Invoice</a> for more information.