Dependent Care Student Records - Start here

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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.

Tutorials
Student Charges, Adjustments and Credits video

How-to guides

Student Records

- Use the Student Record Filters
- View A Student Record

Student Record Sessions

- View Session Details
- Edit a Student Session Schedule | Video
    - Add a Student Session Schedule
- Add/View/Edit Emergency Contacts/Authorized Pick Up Persons
- Adjust Existing Session Charges for the Student
- Add Additional Charges
- Edit Existing Discounts for the Student
- Add Additional Discounts
- Edit Existing Credits for the Student
- Add Additional Credits

Invoices

- Print a Student Session Invoice

Payments

- Make a Payment | Video

Member Credits

- Add a Member Credit
- Add a Member Adjustment

Payment History

- Issue a Refund

Reference

Outstanding Invoices

- Understand the Outstanding Invoices Screen

Member Credits

- Member Credit Fields
- Add Member Credit Fields
- Member Adjustment Fields

Payment History

- Payment History Fields
- Refund Fields

Print Invoice

- Print Invoice Fields

Make Payment

- Make a Payment Fields

Explanation

- Student Forms

Payment History

- Payment Error Details