

Dependent Care Student Records Tool Rights

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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, and credits; and any forms and their completion status.

See the [Dependent Care Student Records](#) article and related content to learn how to use this tool.

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

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1 - 11 of 11 items

Student Records lists students enrolled in Dependent Care sessions.

Student Records includes several subrights. The image below shows the recommended tool right assignment.

R	W	A	D
- Control the display of Sessions within Student Records. - Set the Display Previous Sessions toggle to On or Off.	N/A	N/A	N/A
<i>Schedule</i>			
View the student's schedule.	Edit the student's schedule.	Add a session to the student's schedule.	N/A
<i>Emergency Contacts</i>			
View the authorized pick-ups for the student.	Add and save authorized pick-ups for the student record.	N/A	N/A
<i>Credits</i>			
View any credits assigned to the student record.	Modify existing credits assigned to the student record.	Add new credits to the student records.	N/A
<i>Discounts</i>			
View discounts assigned to the student record.	Modify existing discounts assigned to the student record.	Add new discounts assigned to the student records.	N/A
<i>Charges</i>			
N/A	Modify charge adjustments for the student record.	Add new charges and charge adjustments for the student record.	N/A
<i>Forms</i>			

R	W	A	D
View any student forms and their completion status. Forms cannot be added or modified from Student Records.	N/A	N/A	N/A
<i>Accounts</i>			
View the student's account balance details.	N/A	N/A	N/A
<i>Invoices</i>			
Print an invoice for the student	N/A	N/A	N/A
<i>Manual Payments</i>			
View details on payments made for the student. At least one of the Payment Options below needs to be selected.	View receipts.	- Add payments manually.	N/A
<i>Payment Options</i>			
On or Off access to record payments using one of the following: - Cash - Check - Credit - Refund			

Suggested User Groups

See [User Groups and Suggested Roles](#) for more information.

