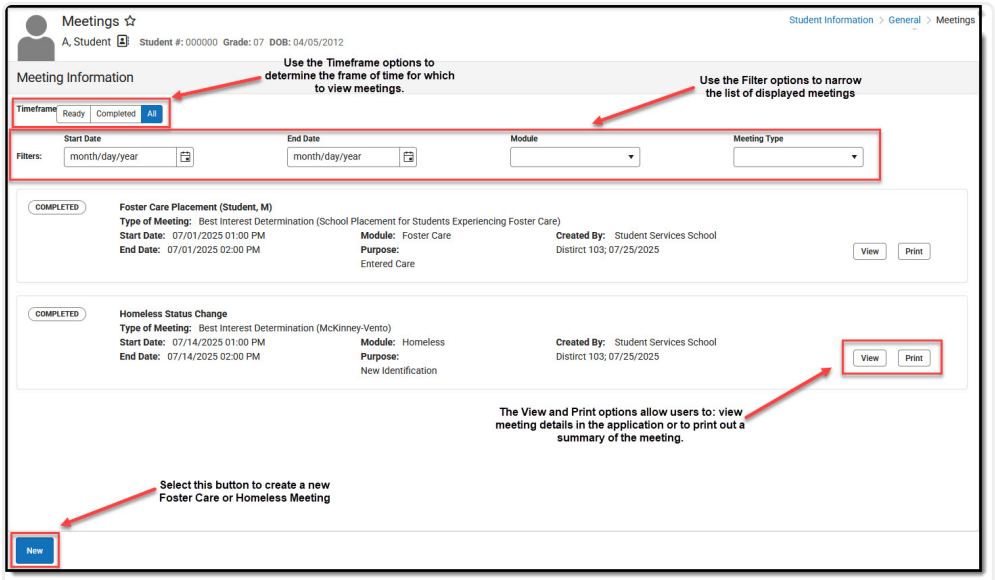
Meetings (North Dakota)

Last Modified on 11/16/2026 8:34 am CST

Path: Student Information> General > Meetings

Meeting Information Dashboard

The Meetings tool is used to create meeting records for both Homeless students and students in Foster Care. From the Meetings Dashboard, users can view existing meetings for the student, view or print meeting summaries, and create new meetings.



Meeting Information Dashboard

Timeframe

To switch between meetings across different timeframes, click the button for the desired timeframe.

Timeframe	Definition
Ready	The Ready timeframe displays all saved meeting events that have not yet occurred.
Completed	The Completed timeframe displays all saved meetings with Start and End Dates earlier than the current system date.
All	The All timeframe displays all saved meeting events.

Filter

The Filter option allows users to narrow the Meetings displayed to a more specific list.

Filter	Definition
Start Date	Only Meetings with the entered Start Date for the selected timeframe are displayed.
End Date	Only meetings with the entered End Date for the selected timeframe are displayed.
Module	Users may use the drop-list to select the meeting Module for which to view meetings: **06: Foster Care** or **08: Homeless**. Only meetings for the selected module and timeframe are displayed.
Meeting Type	Use the Meeting Type drop-list to select the type of meeting for which to filter results: **06001: Best Interest Determination (School Placement for Students Experiencing Foster Care)** or **08001: Best Interest Determination (School Placement for Students Experiencing Homelessness)**. Only meetings of the selected meeting type for the selected timeframe are displayed.

View meeting details

Use the **View** button to view the details for the selected meeting. From this screen, users can modify the meeting details.

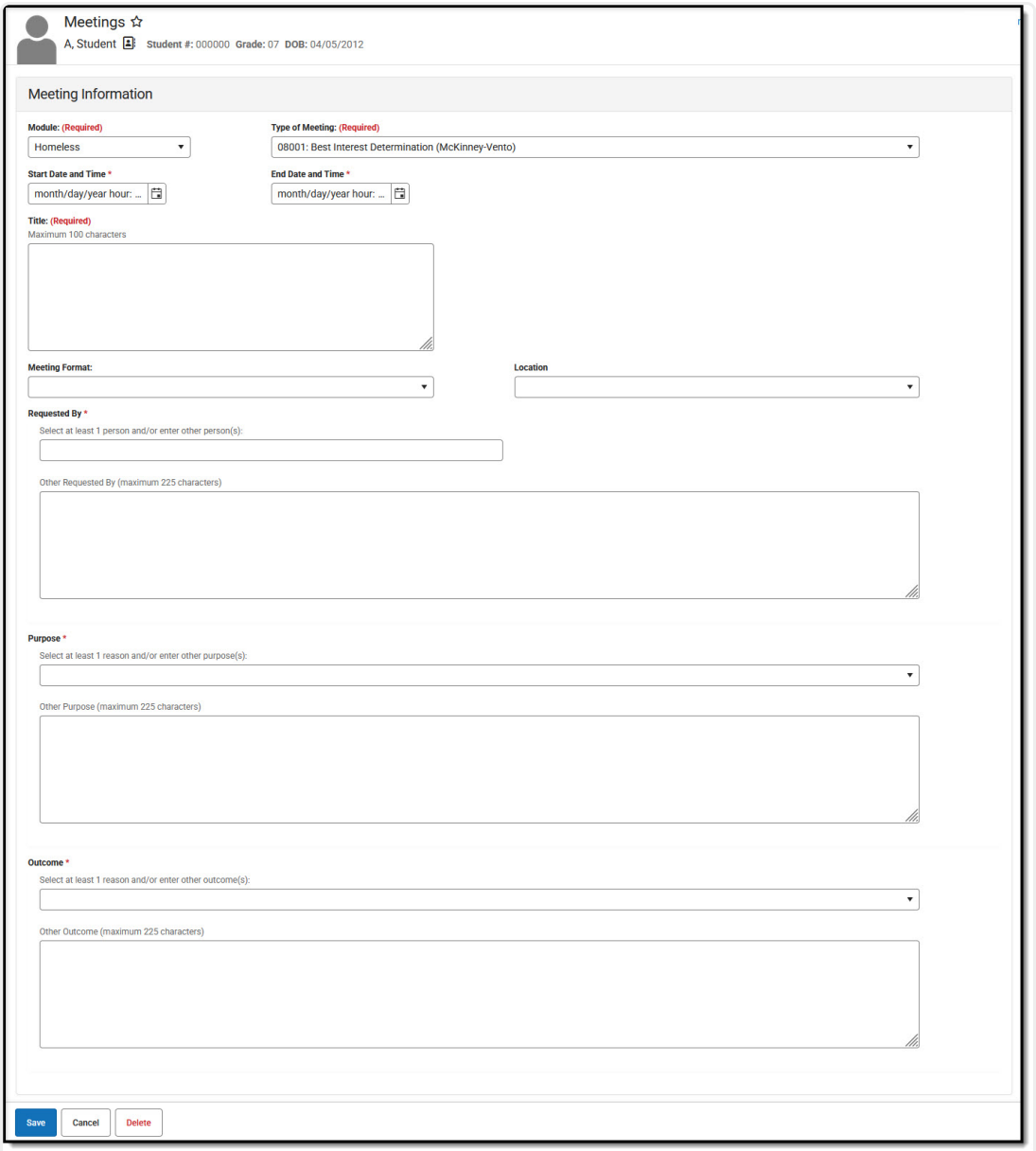
Print a meeting summary

This option allows users to print out a summary of the selected meeting. Press **Print** to print out a summary of the meeting.

New

Use the New button to create a new Homeless or Foster Care meeting.

NOTE: Before a meeting can be saved, ensure that ALL required fields in ALL sections of the meeting have been completed.



Meeting Information Editor

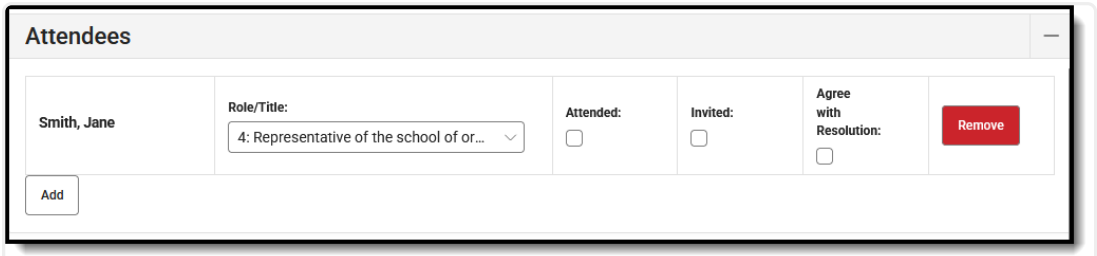
Meeting Information field descriptions

Field	Guidance
Module ***Required***	Use the **Module** drop-list to select: • **Foster Care** • **Homeless**
Type of Meeting ***Required***	The **Type of Meeting** drop-list is used to select the meeting's purpose. Once a module is selected, users may select only meeting types related to that module.
Start Date and Time	This field is used to enter the date and time at which the meeting started.

Field	Guidance
End Date and Time	In this field, enter the date and time at which the meeting ended.
Title ***Required***	Enter a **Title** for the meeting. The Title name may not exceed 100 characters.
Meeting Format	Use the Meeting Format to select the format in which the meeting was conducted: • **In-Person** • **Virtual**
Location	The Location drop-list is used to select the location at which the meeting occurred.
Requested By ***Required***	Use this drop-list to select the person, or persons, who requested the meeting. Users must enter at least one name. To remove a person from this list after selection, click the X by their name. If the person requesting the meeting does not appear on the list, use the **Other Requested By** field to manually enter the appropriate name(s).
Purpose ***Required***	Use the Purpose drop-list to select the meeting purpose. Only one item from the drop-list may be selected. If the purpose of the meeting does not appear in the drop-list, or the meeting has multiple purposes, use the **Other Purpose** field to manually type in these purposes. A purpose for the meeting must appear in either the drop-list field or the manual section. A meeting cannot be saved without a purpose.
Outcome ***Required***	Use the Outcome drop-list to select the meeting outcome. Only one item from the drop-list may be selected. If the outcome of the meeting does not appear in the drop-list, or the meeting has multiple outcomes, use the **Other Outcome** field to manually type in these outcomes. An Outcome for the meeting must appear in either the drop-list field or the manual section. A meeting cannot be saved without an outcome.

Attendees

Use the Attendees section to search for and identify who were invited to and/or participated in the meeting.



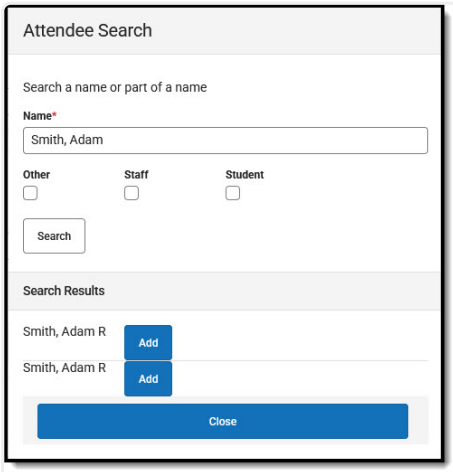
Meetings Attendees Editor

Field	Guidance
Name	The **Name** of the added attendee displays in this column.
Role/Title	Use the **Role/Title** drop-list to select the attendee's role or title.
Attended	Mark this option to indicate the person **Attended** the meeting. Leave the option unchecked if the person did not attend.
Invited	Mark this option to indicate the person was **Invited** to the meeting. Leave the option unchecked if the person was not invited.
Remove	Click **Remove** to remove the person from the Attendees list.

Adding an Attendee

To add additional attendees to a meeting, use the Attendees section.

1. Press the **Add** button to search for an attendee.



Attendee Search

2. In the **Name** field, enter the name of the Attendee, or a partial name, of the person for whom you're searching.
3. Use the **Other, Staff,** and **Student** checkboxes to further narrow your search. Depending on the checked boxes, search results will filter out any names not fitting the criteria. If no checkboxes are marked, all people are included in the search results.
4. Once finished, press **Search**. A list of **Search Results** displays.
    1. From the list, find the person you'd like to add and press the **Add** button next to their name.

2. People not in the database (those who do not appear in the search results) cannot be added to the meeting.

5. When finished, press **Close**.

Removing an Attendee

This option allows users to remove any additional attendees who were added to the meeting.

1. Find the Attendee you'd like to remove and press **Remove**.
2. The attendee is removed from the meeting.

> **NOTE:** There is no deletion confirmation, so be sure you are removing the appropriate attendee before pressing Remove.

Agenda

If there are any additional agenda items for the meeting, users may enter them here. This is not required.



Meetings Agenda Editor

Use the Agenda section to type in any additional agenda items. Users may use the toolbar to format their notes.

Notes

This section allows users to add any additional notes for the meeting. This is not required.



Meetings Notes Editor

Use the Notes section to type in any additional meeting notes. Users may use the toolbar to format their notes.

Saving a Meeting

Before a meeting can be saved, ensure that ALL required fields in ALL sections of the meeting have been populated.

Press **Save** to save the meeting.

Deleting a Meeting

Meetings can be deleted by opening the meeting you'd like to remove.

1. From the Meetings Dashboard, find the meeting you'd like to remove and press **View**.
2. Once the meeting details are displayed, press **Delete**. At the prompt, press **Delete** to remove the meeting, or **Keep** to cancel the deletion.