

The Four Main Areas Where Jackrabbit Stores Your Data

Jackrabbit organizes and stores your data in **Four Main Areas**: Family Records, Student Records, Class Records, and Staff Records. Each record type is divided into several tabs, with handy buttons and links that provide shortcuts for easy navigation throughout Jackrabbit.

Four Main Areas:

- ★ Family Record
- ★ Student Record
- ★ Class Record
- ★ Staff Record

Location	How to Access
Family Record	<p>Select the Families menu > All Families > Select a family to view.</p> <p>The Family record has information grouped and organized on different tabs. Buttons allow you to perform an action for the family, such as posting a fee, and many links are provided throughout the record for convenient access to additional relevant information. Other links can be used to enroll a student.</p> <p>Refer to The Family Record for a more in-depth look.</p>

Student Record	<p>Select the Students menu > All Students > Select a student to view.</p> <p>The Student record organizes information into different tabs. Action buttons enable tasks like submitting an absence, and numerous links provide easy access to additional relevant details. Additional links allow for actions such as dropping a student.</p> <p>See The Student Record for more details.</p>
Class Record	<p>Select the Class menu > All Classes > Select a class to view</p> <p>The Class record has different tabs that group and organize information. Several buttons and links throughout the record allow you to easily access additional relevant information, such as sending an email to enrolled students. There are other links that can be used to transfer a student from one class to another.</p> <p>For a complete overview, see The Class Record.</p>
Staff Record	<p>Select the Staff menu > Active Staff > Select a staff member to view.</p> <p>The Staff record has information grouped and organized on different tabs. Buttons allow you to perform an action for the staff person, such as adding a time entry, and links are provided for convenient access to Class records.</p> <p>Check out The Staff Record for a closer look.</p>