

Add a Student

From within Jackrabbit, adding a student to an existing family is as simple as clicking the **Add Student** button in a *Family* record.

Family: Ager

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Make Sale/Post Fees Payment/Credit Refund Statement **Add Student** Add Contact Archive Family Family Name Email Email Schedules Submit Absences Merge Family

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Contacts	Type	Home Phone	Work Phone	Cell Phone	Email	Bill	Login	Portal UserID
Holly Ager	Mother	(704) 374-2415		(704) 374-2415	hollyager41@gmail.com	Yes	Yes	hollyager41@gmail.com
Victor Ager	Father	(704) 374-2415		(704) 374-2415	agingvictor@gmail.com	No	Yes	agingvictor@gmail.com

If the family has not yet been created in your Jackrabbit system, you will need to add them. You can add the family and student information in one step from one of the following:

- *Families* (menu) > *All Families* > *Add New Family* (icon)  > *Use Quick Registration Form* (button)
- *Families* (menu) > *Quick Registration*

See [Add Families/Accounts](#) for more information.
