

# Notes in Jackrabbit - Family, Student, Class, and Staff

With Jackrabbit's **Notes** feature, you can create and keep detailed and searchable notes regarding your families, students, classes, and staff.

The Family, Student, Class, and Staff records each include a Notes tab where you create and store your related notes, and the Notes report allows you to work with the information in all of those records simultaneously, from one place!

- ★ Strengthen communication among your staff; alerts highlight new notes to ensure nothing important is missed.
- ★ Search, tag, and filter all of the notes in the various records and work with them as a group.
- ★ Notes are secure and are only viewable within Jackrabbit.



These notes are not visible in the Parent Portal or the Staff Portal.

## The Notes Tab

Notes are stored on the Notes tab in the Family, Student, Class, and Staff records. From this tab, notes can be added, edited, or deleted. You can also search for notes in that record, filter them by tag, and sort them by the date created or modified.

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## Family: Ager

← RETURN **SAVE CHANGES** **DELETE**

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

Summary Contacts Classes Events Transactions Billing Info Misc **Notes (5)** Resources (2) Policies (4)

### 5 Notes + NEW NOTE

Begin typing... Filter by tags... Date Modified: Newest to Oldest

December 20, 2022 2:28 PM // by hbarnhardt  
Billing

**Don't Charge Late Fees**  
We have an arrangement with this family, do not charge late fees.

Modified April 18, 2023 6:26 PM by bchilton UNPIN EDIT DELETE

May 13, 2024 10:31 AM // by tbath  
Photo Opt Out

**Pictures**  
Candid pictures are okay. No social media.

Modified May 14, 2024 7:31 PM by hbarnhardt PIN EDIT DELETE

Tag notes to enable you to filter for a specific type of note.

Pin important notes to the top of the list to keep focus on them.

PINNED



Pin important notes to the top of the list. The most recently pinned note will appear at the top of the list for all Users.

Expand each section below to learn more about working with Notes.

[Expand/Collapse All](#)

- 📌 Add a Note Directly to the Family, Student, Class, or Staff Record
- 📌 Add a Note from the Families (menu) > All Families
- 📌 Add a Note from the Students (menu) > All Students
- 📌 Add a Note from the Classes (menu) > All Classes
- 📌 Edit or Delete a Note
- 📌 The Notes Report
- 📌 Tag Notes



Jackrabbit offers several ways to note important business information. For a complete list, refer to [There are Different Types of Notes in Jackrabbit—Where can I view them?](#)

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