How to Add a Student Report and Email the Parent

Emails · https://a2bmanager.com/docs/report-added/

Embedded media: https://a2bmanager.com/wp-content/uploads/2026/10/report-added-walkthrough-v3.mp4

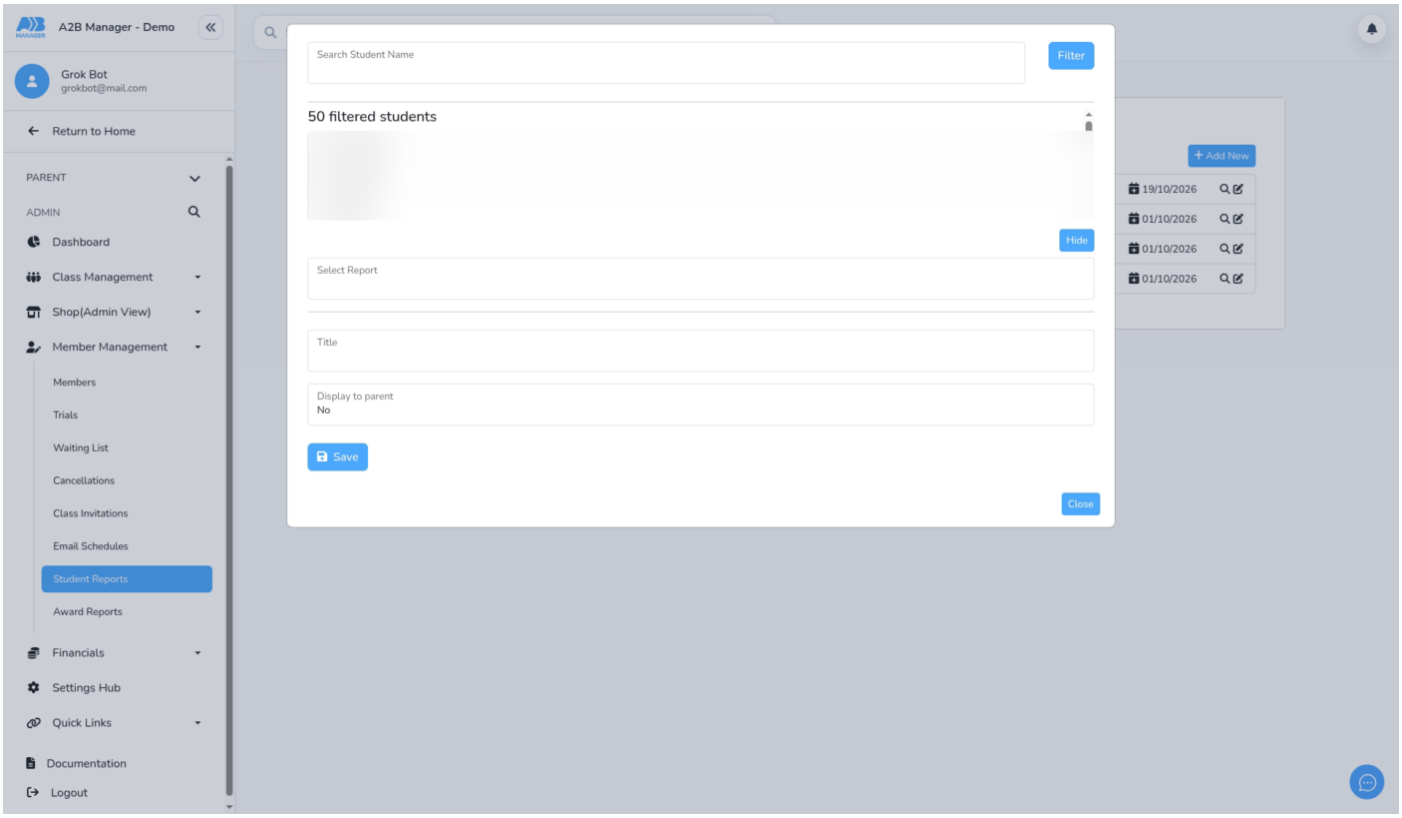
Video walkthrough: adding a student report

Record an accident, incident or feedback report for a student, and email the parent to let them know it's there.

Adding a report

Step 1: Add a new report (0:00)

- Go to **Member Management** > **Student Reports** and click **Add New**.

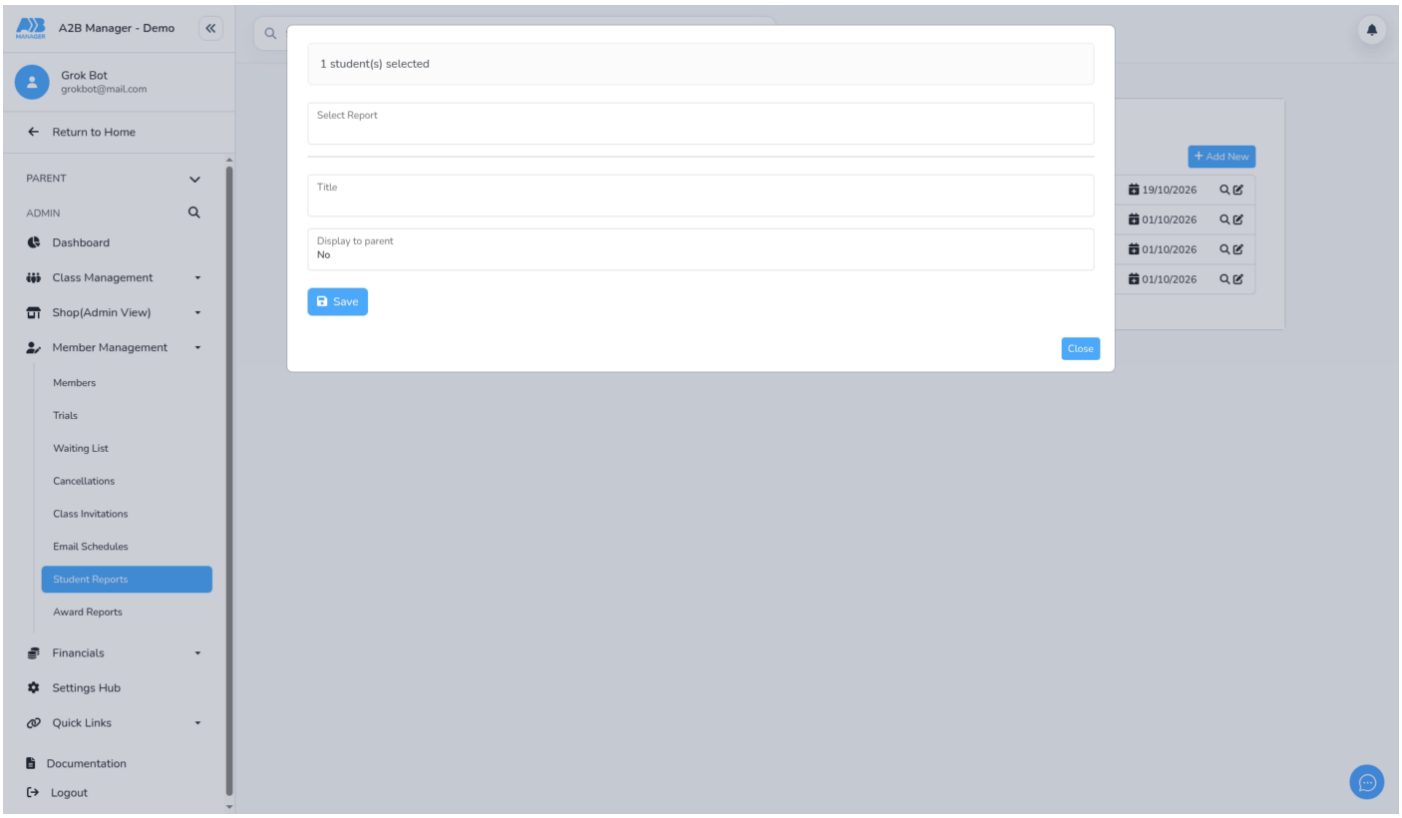


Step 1: Student Reports

Step 2: Choose the student (0:21)

- Type in **Search Student Name** and click the student. The form shows **1 student(s) selected**

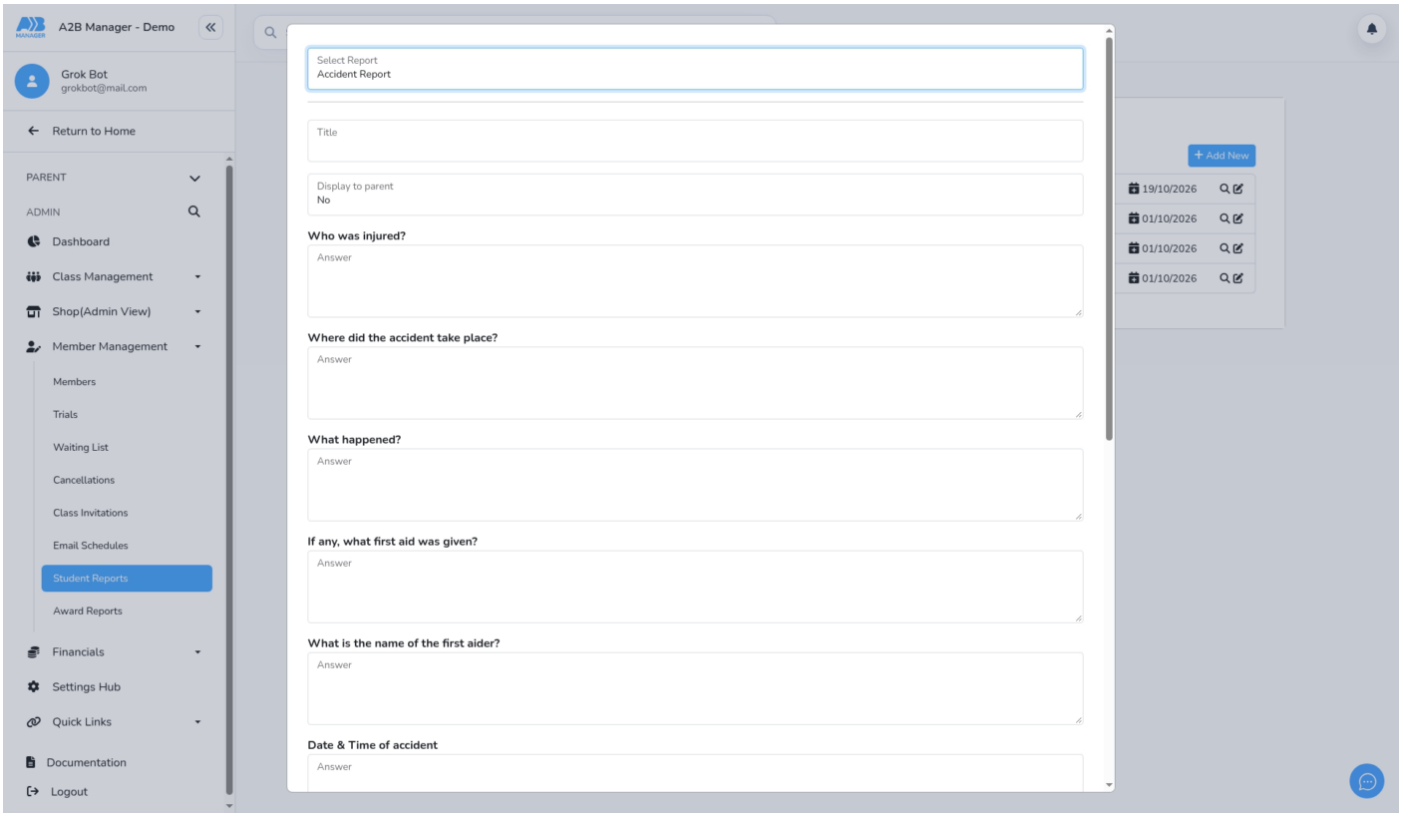
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Step 2: Choosing the student

Step 3: Choose the report (0:35)

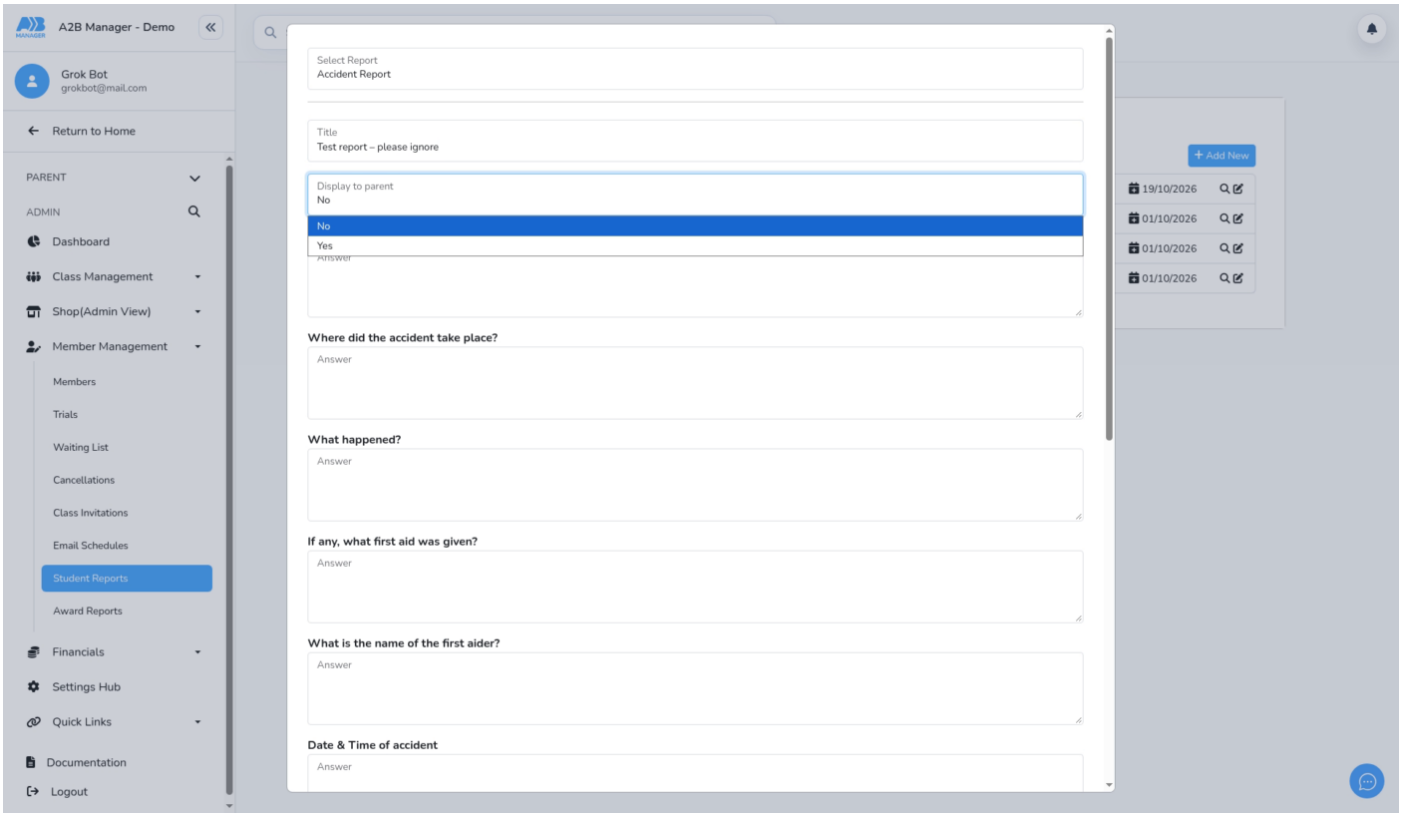
- Pick a report in **Select Report**, for example **Accident Report**. Its questions appear below.
- Report types and questions are set up in Settings Hub.



Step 3: Choosing the report type

Step 4: Title and visibility (0:46)

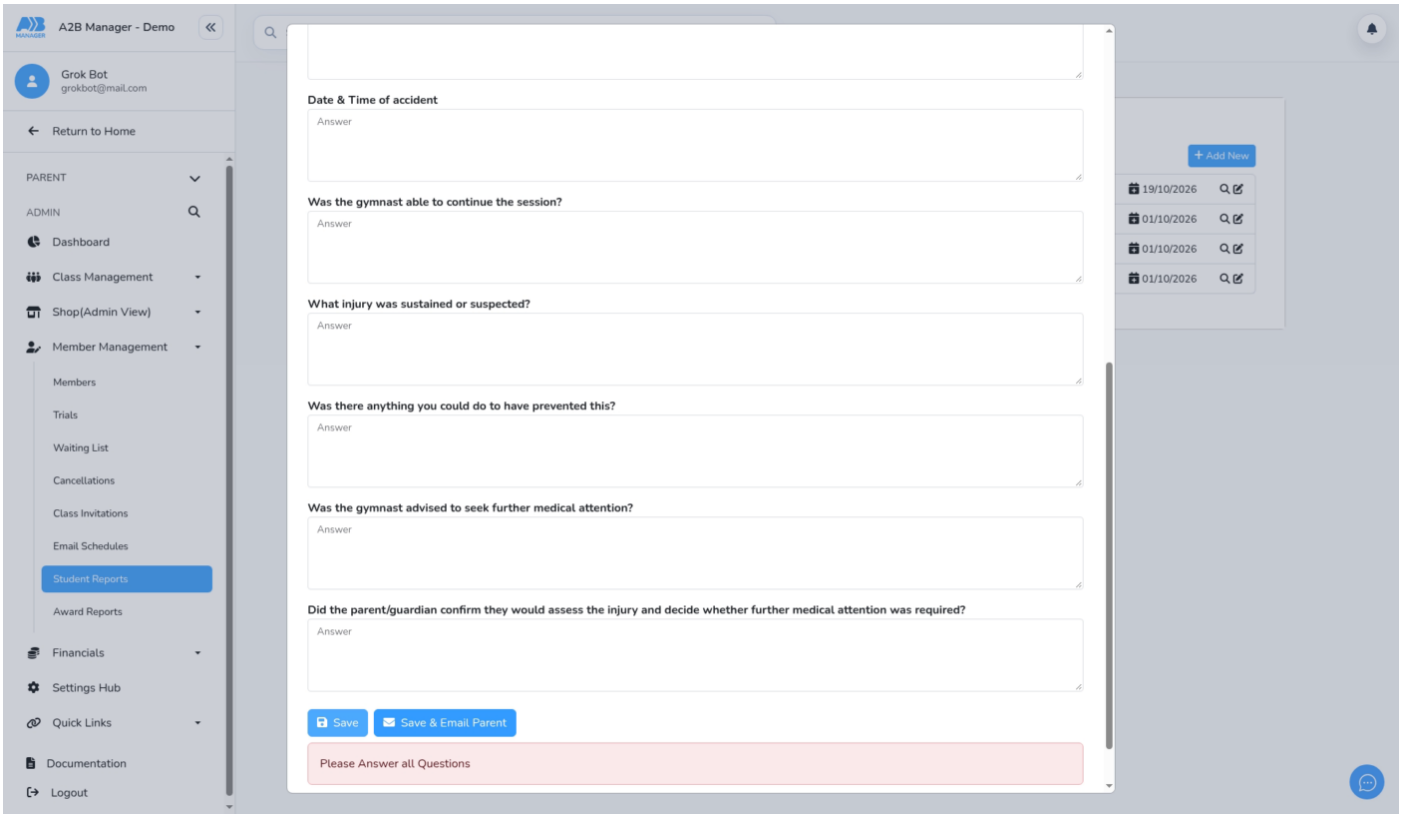
- Enter a **Title**.
- Set **Display to parent** to **Yes** if the parent should see it. The **Save & Email Parent** button only appears when this is Yes.



Step 4: Title and Display to parent

Step 5: Answer every question (1:04)

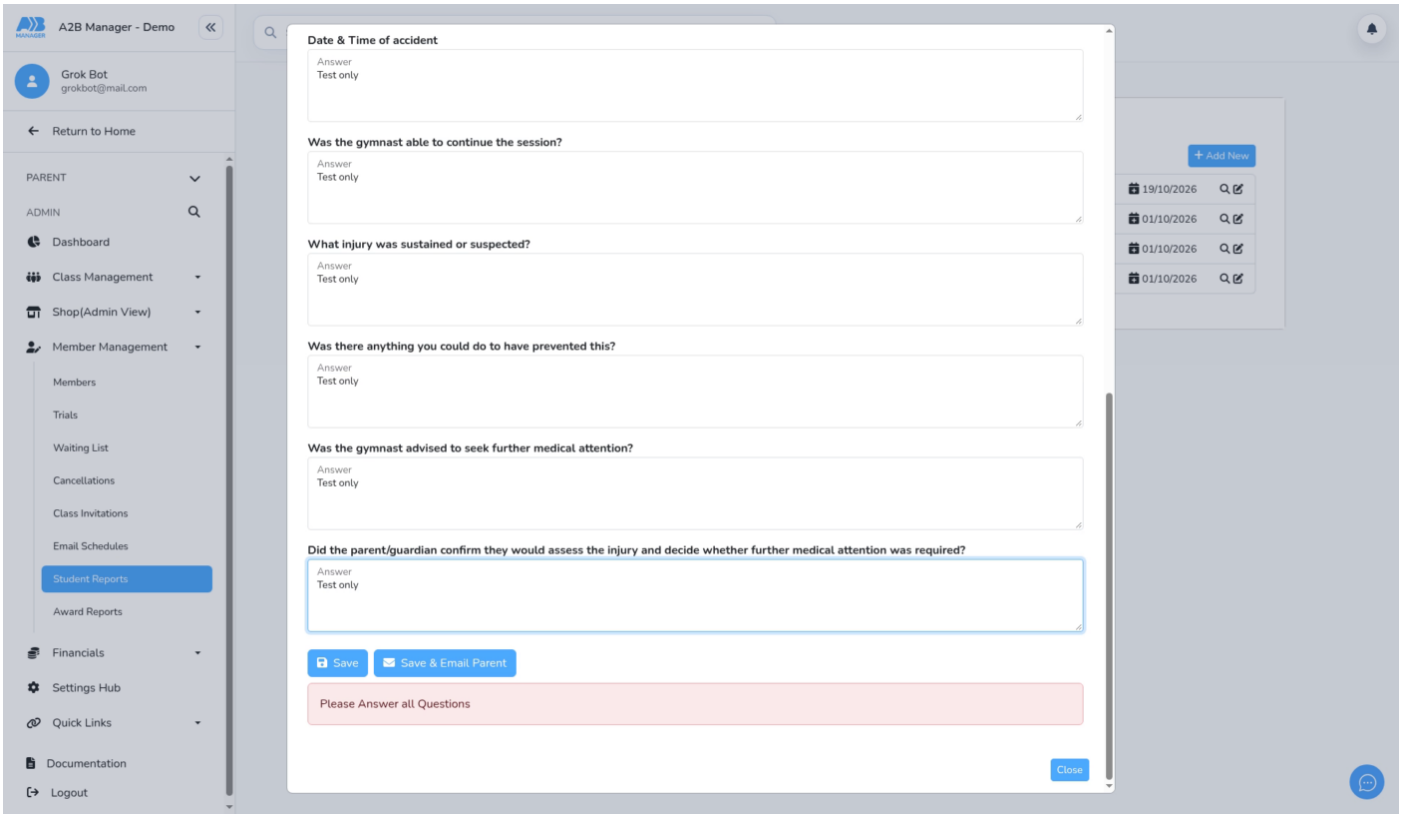
- Every question must be answered. If any are blank, saving shows **Please Answer all Questions**.



Step 5: Please Answer all Questions

Step 6: Complete the answers (1:36)

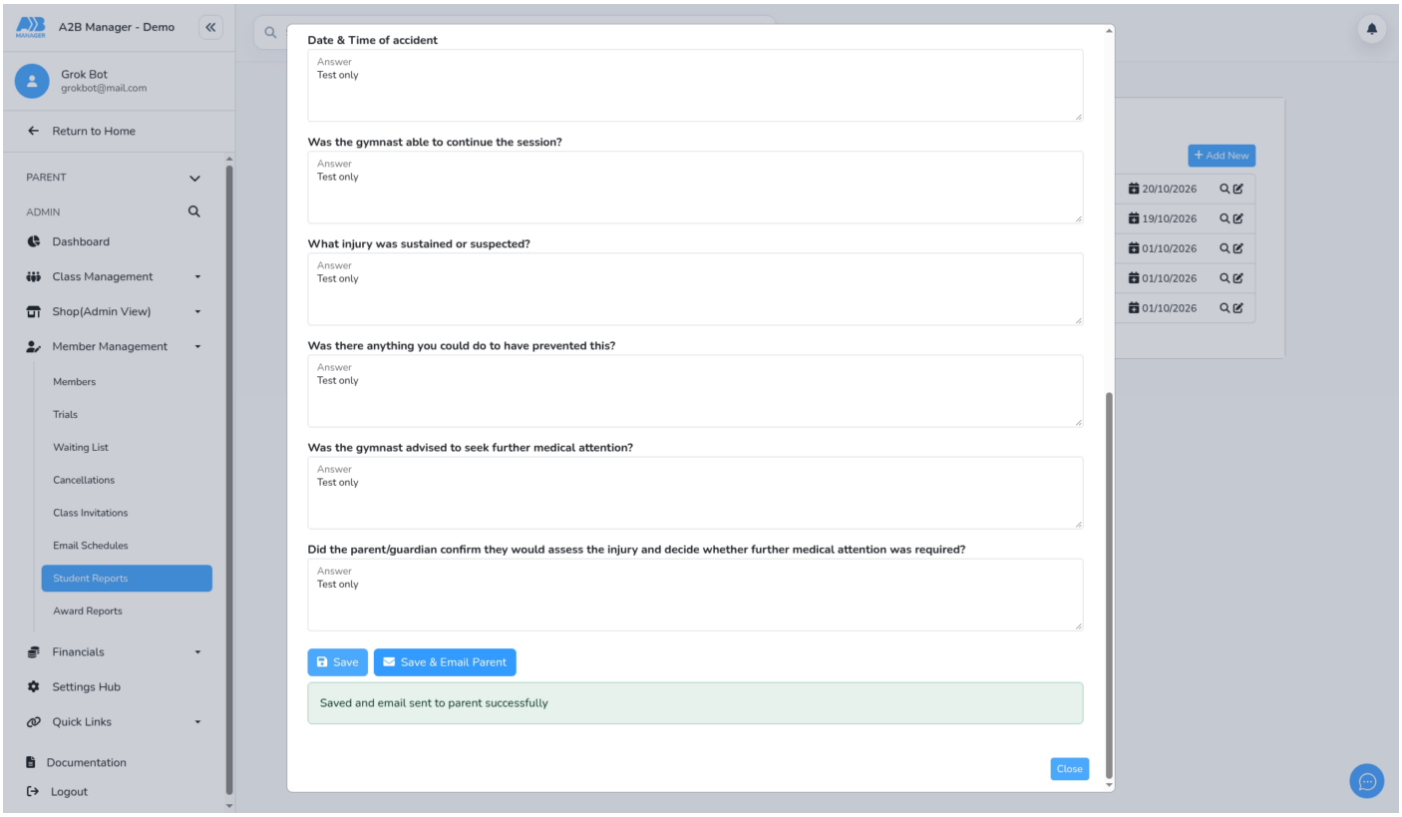
- Fill in any answers you missed.



Step 6: Completing the answers

Step 7: Save and email the parent (1:52)

- Click **Save** to save only, or **Save & Email Parent** to also email the parent.
- You'll see **Saved and email sent to parent successfully**, and the report is added to the list.



Step 7: Saved and email sent

The Report Added email

- **Save & Email Parent** sends the **Report Added** email. Edit it under **Settings Hub** > **Email Templates** > **Report Added**.
- The default message is: *Dear {ParentFirstName} {ParentLastName}, A new report has been added for {StudentFirstName} {StudentLastName}. Please log into your account to view the report.*
- You may want to add a link to the parent portal.

Good to know

- Reports can't be deleted once saved, so check the student and details before saving.

Download the PDF guide (optional)