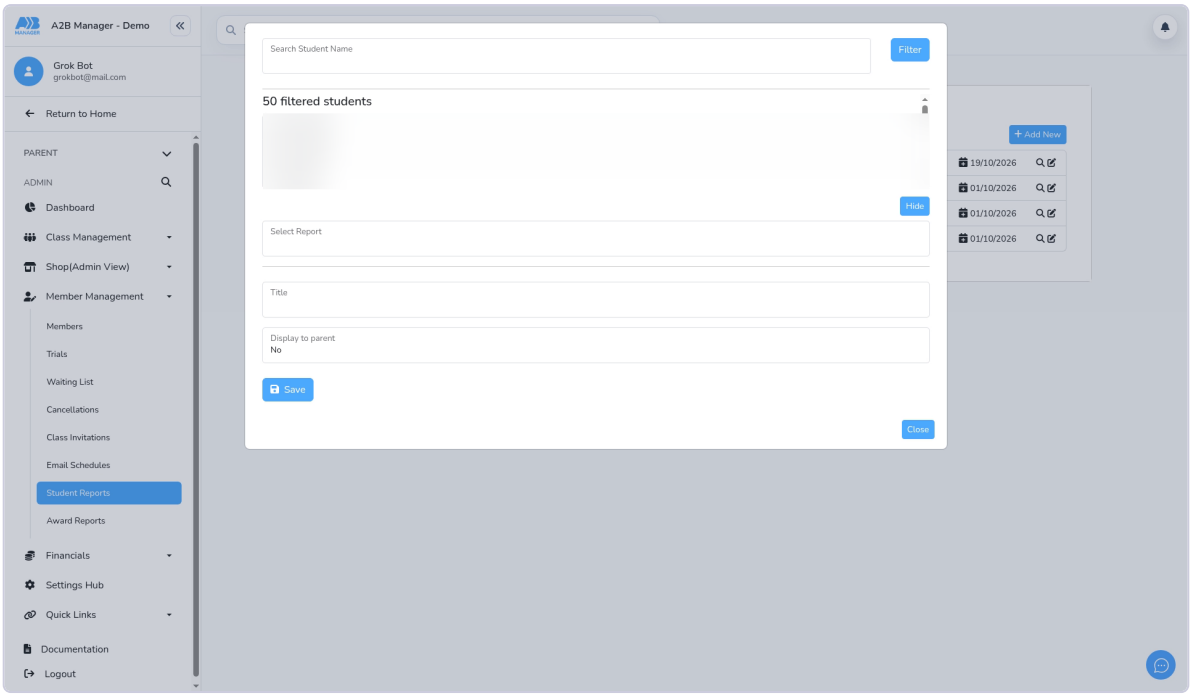
How to Add a Student Report and Email the Parent

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

Adding a report

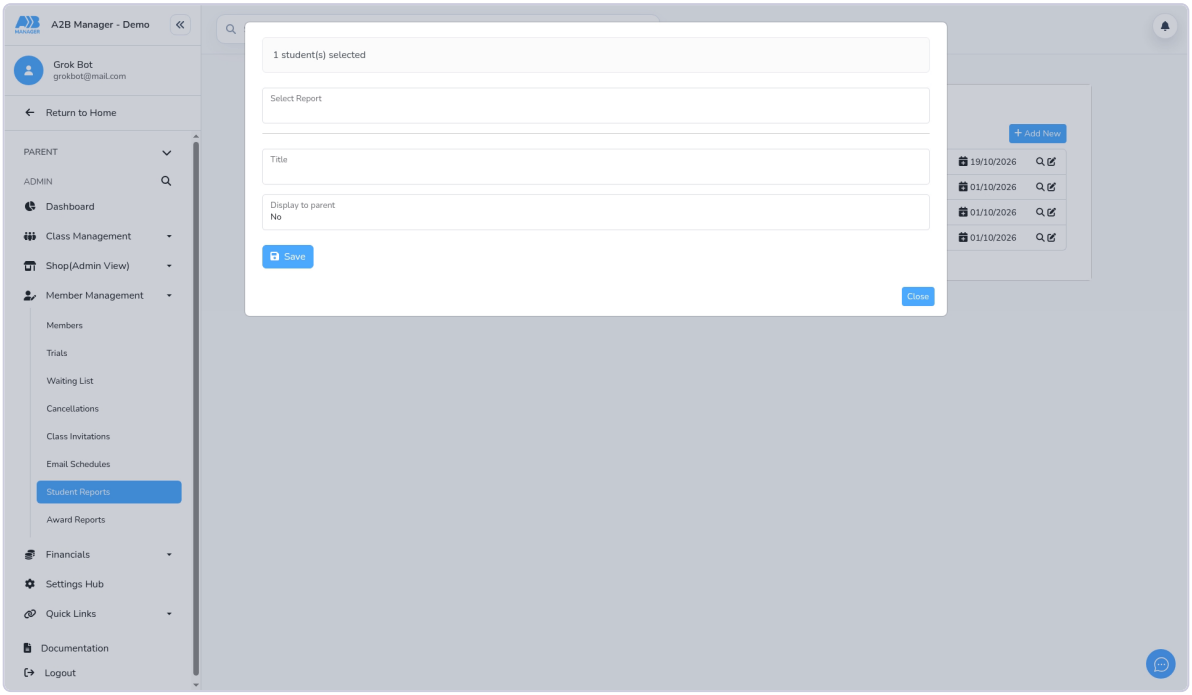
1. Add a new report (0:00)

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



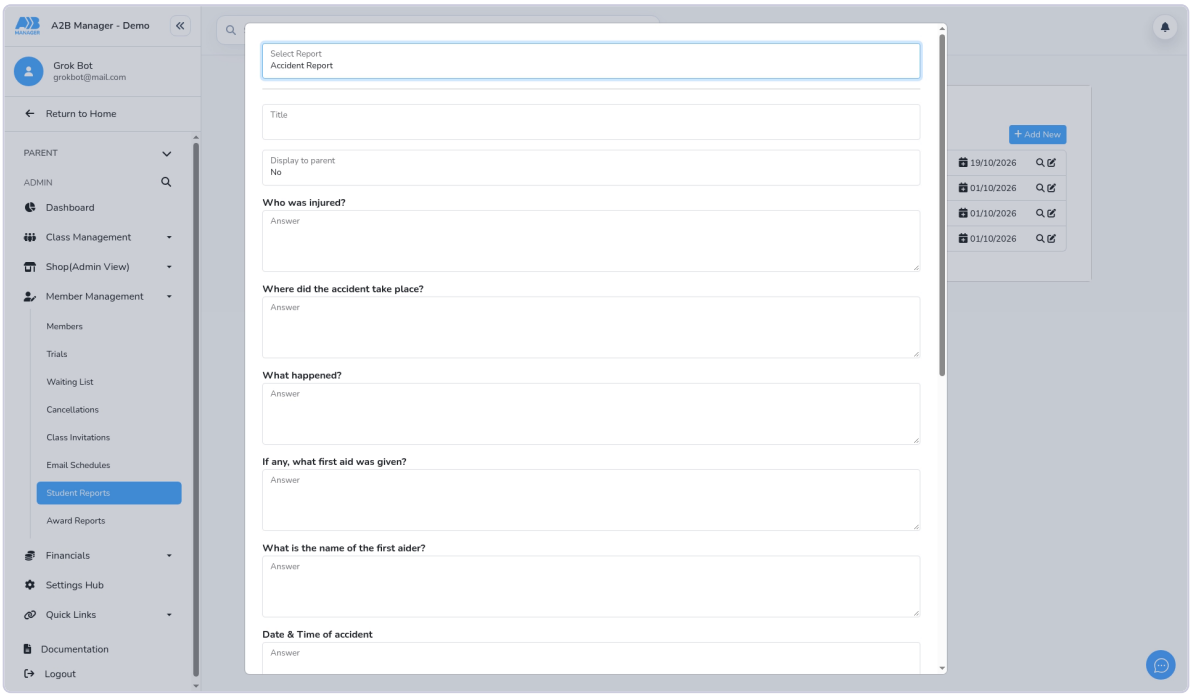
2. Choose the student (0:21)

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



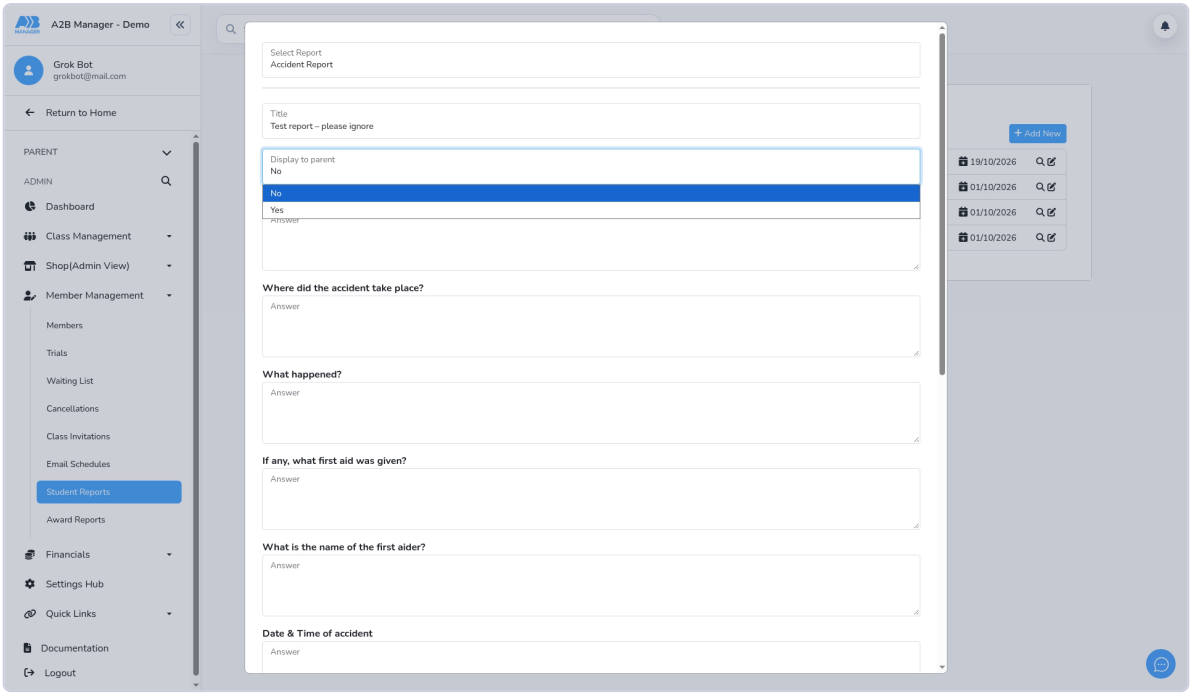
3. Choose the report (0:35)

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



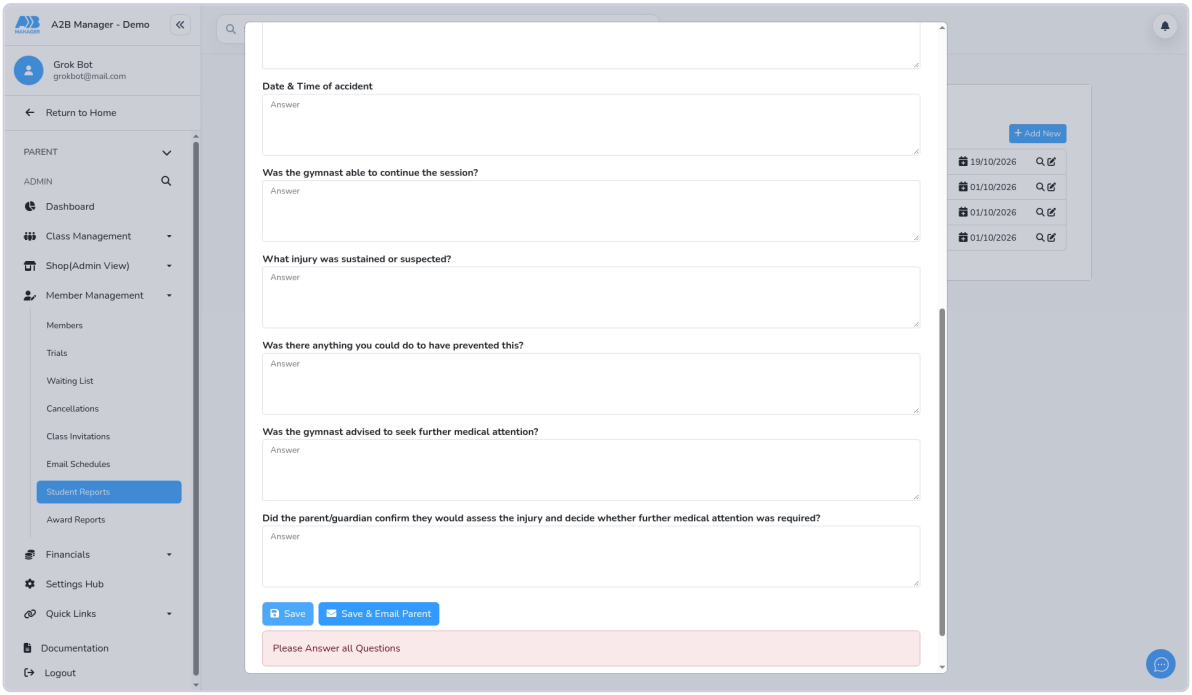
4. Title and visibility (0:46)

- 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.



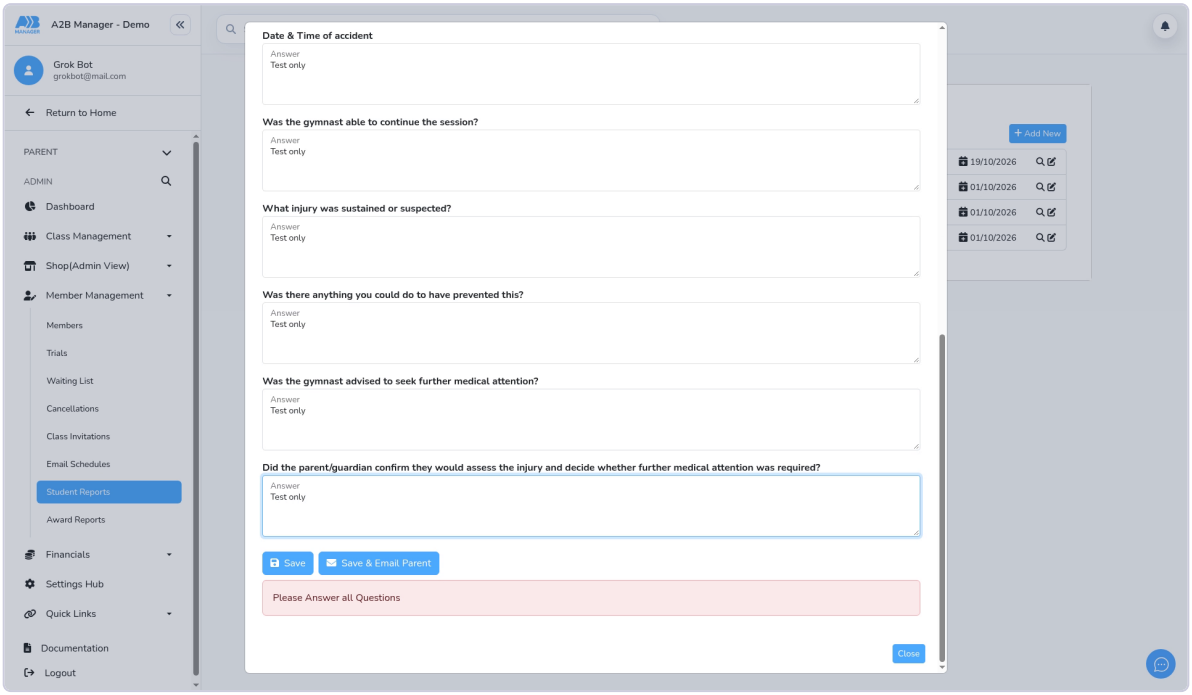
5. Answer every question (1:04)

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



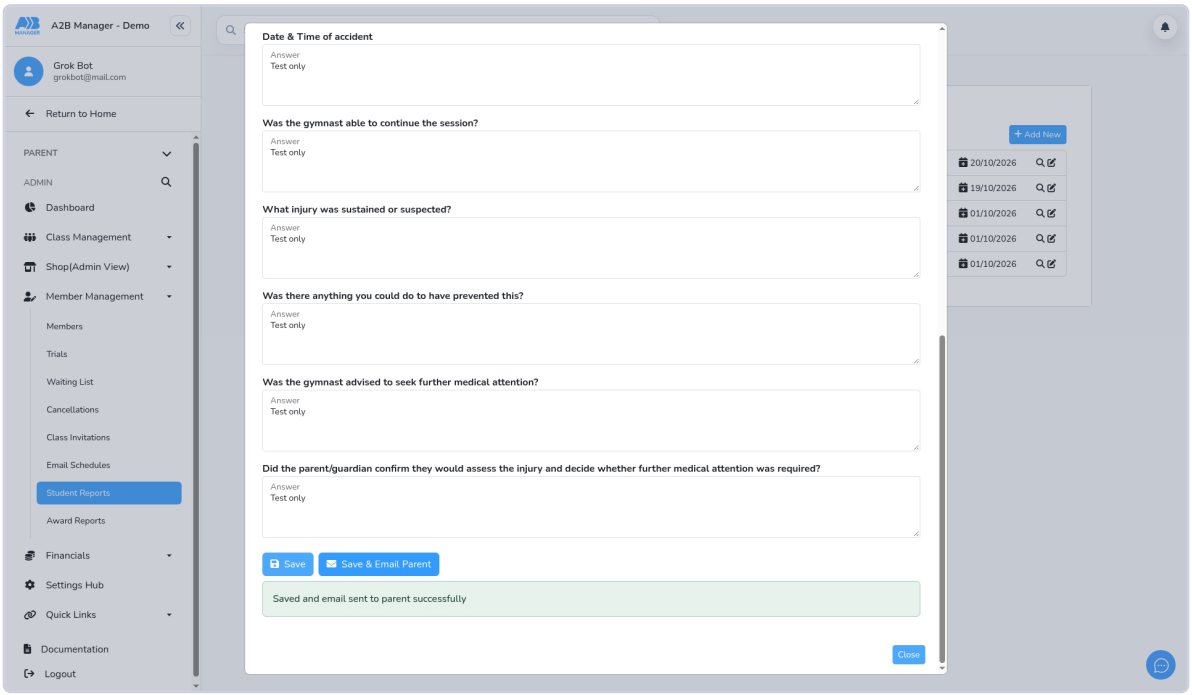
6. Complete the answers (1:36)

- Fill in any answers you missed.



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.



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.