Modify Student Details

Enrollment · https://docs.dacapoinventory.com/doc/modify-student-details/

Student Details

This tab will allow you to update the spelling of a student's name, their Program Enrollment, and any Notes that you'd like to store in the system for the student.

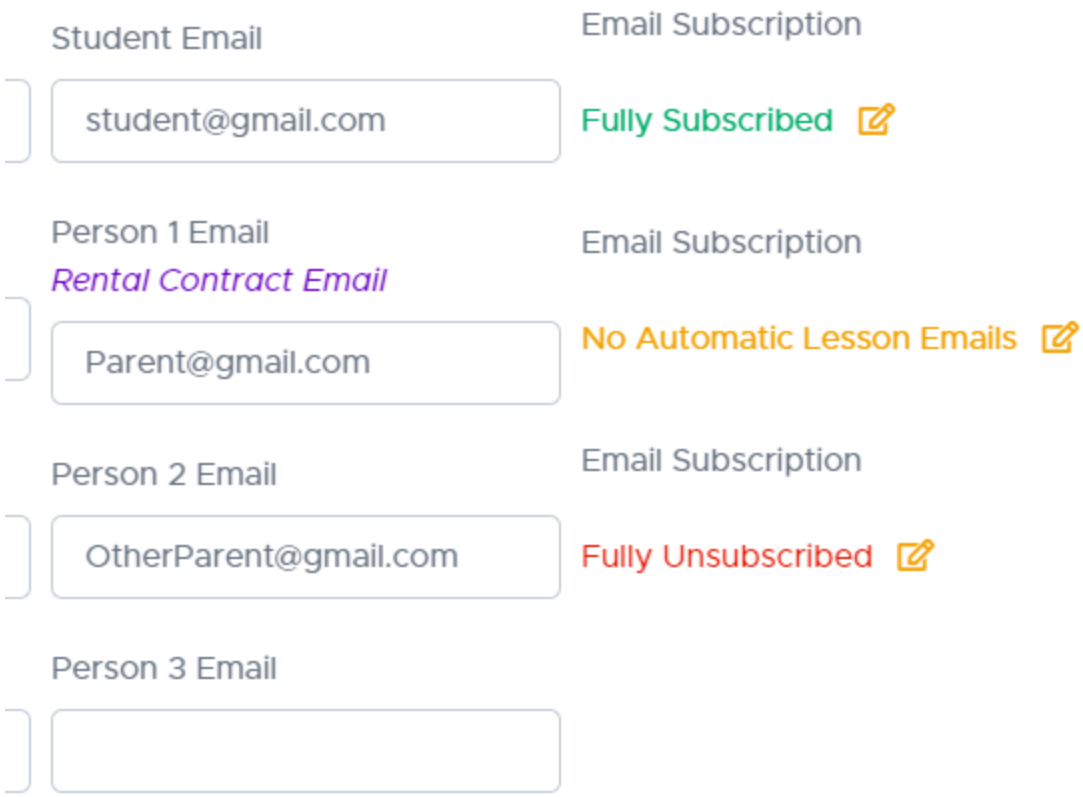
Contacts

This tab will allow you to view and update the names and email addresses of the student's caregivers.

You can also manage the **Email Subscription settings** for the Student and Parent email addresses. Beside the student's email address, there is a notation that says:

- Fully Subscribed: Da Capo Inventory will send all emails created by the system to this email address.
- No Automatic Lesson Emails: Da Capo Inventory will send all teacher created emails to this email address. If you elect to use the 6pm Automatic Lesson Reminder emails, the system will not send these emails to addresses in this category.
- Fully Unsubscribed: Da Capo Inventory will not attempt to deliver emails to this address.

You can **click the Pencil Icon** button to toggle the email subscription options.



Fees & Rentals

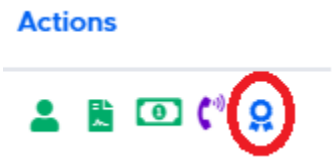
This tab will allow you to see all of the fees and rentals the student has accumulated over time. You can view the student's entire payment history and print receipts for past payments on the bottom half of the page.

NEW – February 2026:
Teachers can now view a student’s complete repair history and upload a PDF Incident Report from the **Student Details page** to attach supporting documentation to repair records. When a new repair is created, the system automatically associates it with the most recent student who was issued the instrument.

Achievements

This tab will allow you to record the results of Statewide or Countywide adjudications. These records will follow the student throughout their career in your school district. The State Adjudication (can also be used for county adjudication) function will allow you to save a copy of the students adjudication sheet. If you record an achievement for the student, an emblem will be shown on the ‘Manage

Enrollment’ page in the actions column.



Lesson Notes

This function is integrated with the Lesson Scheduling function of Da Capo Inventory. If you use this feature and record attendance and lesson notes on your Teacher Dashboard, those notes will be displayed and can be edited or deleted here.

Progress Notes

Once enabled by your department leader, Progress Notes can be used to track a student’s development through your program. You can choose to answer these questions weekly, monthly, or annually. This feature was originally designed to help ‘Middle School’ or ‘High School’ teachers to learn more about the students that would be coming into their building in September. The teachers at the lower grade-level buildings can answer these questions for each student in May or June so the teacher in the next building can prepare.

Portal

This tab will allow you to see if a student’s caregiver has signed up for the Parent Portal. More details on this feature will be available in Winter 2022.

Deleting Students

Teachers cannot delete students. If there has been an error during an import, your Director of Music may be able to assist, or you can reach out to support@dacapoinventory.com for assistance. If a student is no longer participating in your ensemble and you would like to remove that student from your list, that can be done on the 'Program Enrollment' page.