Drop History Report

Located under the *Reports* menu, the Drop History Report shows students that have dropped classes. You can also run this report to show transfers, or students that have completed classes. In the *Search Criteria*, choose one of the following from the *Show Drops* drop-down list.

Drops Only

Excludes drops resulting from a transfer into another class and drops on or after the end of a class (completed class).
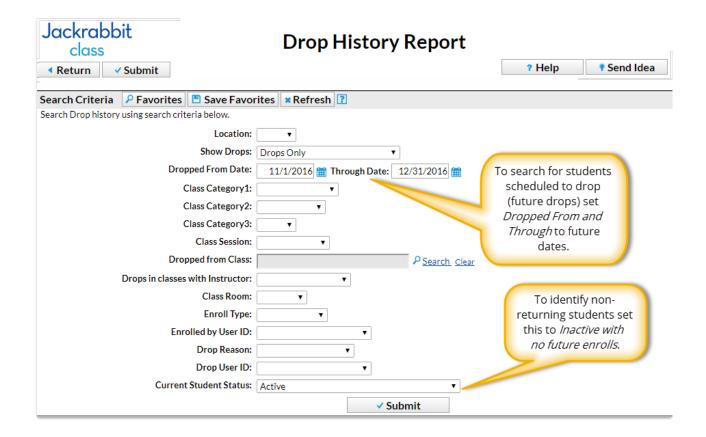
Completed Class

Shows students who were dropped on / after the end of class.

Transfers

Shows transferred students who were transferred from one class to another using the *Transfer* link.

All (Completed, Drops, Transfers)

Shows all history

Drop History Report

? Help | Send Idea

◄ Return | ✓ Submit

Search Criteria | 🔍 Favorites | 💾 Save Favorites | ✖ Refresh | ?

Search Drop history using search criteria below.

Location: ▼

Show Drops: Drops Only ▼

Dropped From Date: 11/1/2016 📅 Through Date: 12/31/2016 📅

Class Category1: ▼

Class Category2: ▼

Class Category3: ▼

Class Session: ▼

Dropped from Class: 🔍 Search Clear

Drops in classes with Instructor: ▼

Class Room: ▼

Enroll Type: ▼

Enrolled by User ID: ▼

Drop Reason: ▼

Drop User ID: ▼

Current Student Status: Active ▼

✓ Submit

> To search for students scheduled to drop (future drops) set *Dropped From and Through* to future dates.

> To identify non-returning students set this to *Inactive with no future enrolls.*

The report results will include: drop date, class, instructor, student (and family), family balance, phone, email, drop reason and number of days in the class. Use the Email button to quickly generate an email to all, or only select, students in the report.

> Quickly generate an email to the students listed in the report results!

Jackrabbit

Drop History Report

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View 1 - 1 of 1 | + Show All | 🖨 Print | ⤢ Export | 🔄 Refresh | ▦ Show/Hide Columns | 🖫 Save Columns | ⟳ Restore Columns

Drop Date	Class	Instructor	Family	First Name	Student Last Name	Balance	Email	Phone	Com	End of Class	Activ	Drop Reason	Enroll Type	Enroll Date	Days In Class	Drop by UserID	Email All ☐
11/11/20	Hip Hop - Mon - 5:00pm	Stephanie A.	Smith	Ashley	Smith	-50.00	lorismith@email.	(704) 555-9762	No	No	Yes	Family Moved	Enrolled	10/3/201	39	helpcenter	☐