

Enroll History Report

Last Modified on 06/02/2021 11:47 am EDT

The **Enroll History** report provides you with a list of students and the date each student was placed into the class, based on filters (Search Criteria) you select.

You can find this report in the *Reports* menu. Go to **Reports > Classes/Enrollment > Recommended (tab) > Enroll History**.

- ★ Customize the list of student enrollments with several optional filters including: Enroll Date, Category, Session, and Current Student Status.
- ★ Send an email to all, or only some, of the families directly from the report results.



If you use this report frequently, make it a **Favorite Report** for quick and easy access!

Business Scenario

You would like to see which students, who were enrolled in all sessions, are no longer active in your system. It's time to send out your new session class list and would like to encourage them to sign up for new classes.

To create this report use these search filters:

- *Enrolled in Session* = **All** (leaving the field blank is the same as selecting all)
- *Current Student Status* = **Inactive**

The report results will include all students enrolled in all classes and are currently *Inactive*. Use the Email button in the report results to contact these student families to encourage them to sign up for another session.

Note: The **Enrollment Detail Report** can also be used for this business scenario and has more options.

Search Criteria

Filter your list of students using any or all of the available Search Criteria and Jackrabbit will compile a report of who meets ALL of the criteria chosen.

Enroll History Report

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Search Criteria

Search Enrollment history using search criteria below.

Tips: Also check out the new Enrollment Detail Report which has many more options. To identify non-returning students (retention), set Current Student Status='Inactive'.

Location: (Select one or more by holding the CTRL key)

Room:

Enrolled From Date: Through Date:

Enroll Type (How Student was Enrolled): (Use to differentiate trials, transfers, etc from standard enrollment.)

Enrolled in Session:

Class Category1:

Class Category2:

Class Category3:

Enrolled in Class:

Instructor(s):

Enrolled by User ID:

Current Student Status:

Report Results

The report results can be further customized with the ability to show or hide columns of information, sort columns, or modify column width.

Enroll History Report

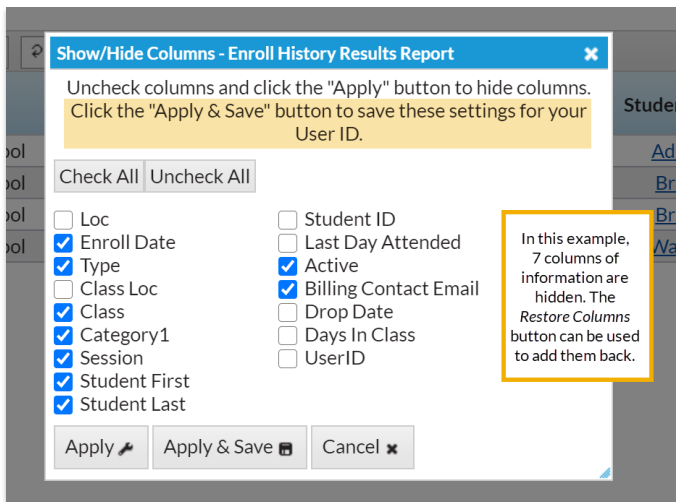
← RETURN

Customize your report by showing or hiding columns of information.

View 1 - 4 of 4 **7 columns hidden**

Enroll Date	Type	Class	Category1	Session	Student First	Student Last	Active	Billing Contact Email	Email All
9/2/2019	Enrolled	After School Program M-F 2019	Before/After School	2019-2020 School Year	Wednesday	Adams	No	xcay.carlson@gmail.com	<input checked="" type="checkbox"/>
7/29/2019	Transfer	After School Program M-F 2019	Before/After School	2019-2020 School Year	Paul	Brady	No	bbrown93938@gmail.com	<input checked="" type="checkbox"/>
7/29/2019	Transfer	Before School Drop-In Care 2019	Before/After School	2019-2020 School Year	John	Brady	No	HDavid021366@gmail.com	<input checked="" type="checkbox"/>
7/29/2019	Transfer	Before School Drop-In Care 2019	Before/After School	2019-2020 School Year	Xavier	Walton	No	ythomas00002@gmail.com	<input checked="" type="checkbox"/>

- Email directly from the report results. Use the checkbox in the *Email All* column to select the contacts you would like to email. Click the **Email** button to open the Jackrabbit email editor and select an email template or create a new email message. A history of this email is kept in the *Family record, Misc tab > View Sent Emails* for 365 days.
- Click the **Show/Hide Columns** button, to select which columns of information you want displayed.



- Select **Apply** to have these selections applied to only the report you are currently viewing.
 - Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.
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