

Report/Track Dropped and Transferred Students

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Drop History Report

Located in the *Families/Students* and *Classes/Enrollment* sections of the *Reports* menu, the **Drop History Report** shows students who have been dropped from classes. Use the Search Criteria *Show Drops = Transfers* to report on only those students who were transferred out of a class and into another.

Drop History Report

[Return](#) [Submit](#)

Search Criteria [Favorites](#) [Save Settings](#) [Refresh](#) [?](#)

Search Drop history using search criteria below.
*By default, this report EXCLUDES: 1) drops resulting from a "Transfer" into another class, and 2) drops on/after end of class (Completed=Yes).

Tips:
*Check out the new Enrollment Detail Report which has many more options.
*To identify non-returning students (retention), set Current Student Status='Inactive with no future enrolls'.
*To search Future Drops, search on a Future Date.

Choose a filter from the Show Drops field: Drops Only, Completed Class, Transfers or All

Select other appropriate search criteria as needed

Setting the Dropped From and Through Dates in the future will report on future information

Location:

Show Drops:

Dropped From Date: Through Date:

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:

[Submit](#)

Enrollment Detail Report

The **Enrollment Detail Report** has many options and is a powerful reporting tool for many types of enrollment reports, including drops and transfers. Explore the many search criteria available for creating customized reports.