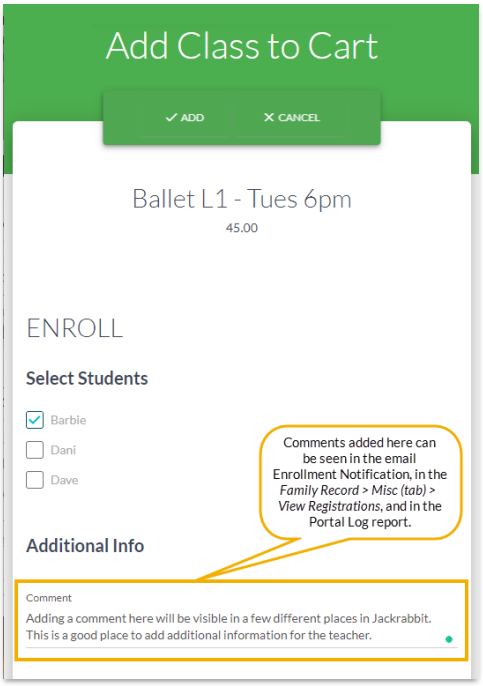
Where can I see the comments a parent makes when enrolling in the Portal?

Last Modified on 01/14/2019 2:40 pm EST

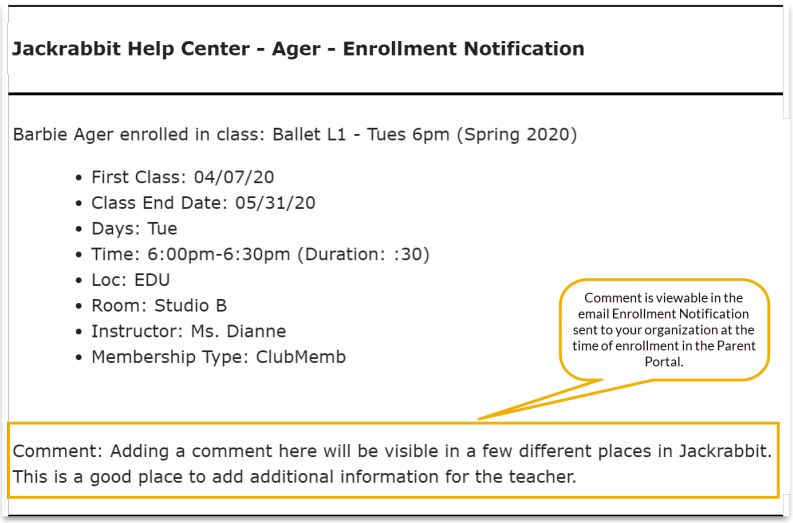
When a student is enrolled in a class from the Parent Portal the information from the enrollment, including any comments, shows in Jackrabbit and can be viewed in multiple locations.

Comments can be added at the time of enrollment in the Parent Portal.	

For an Individual Family

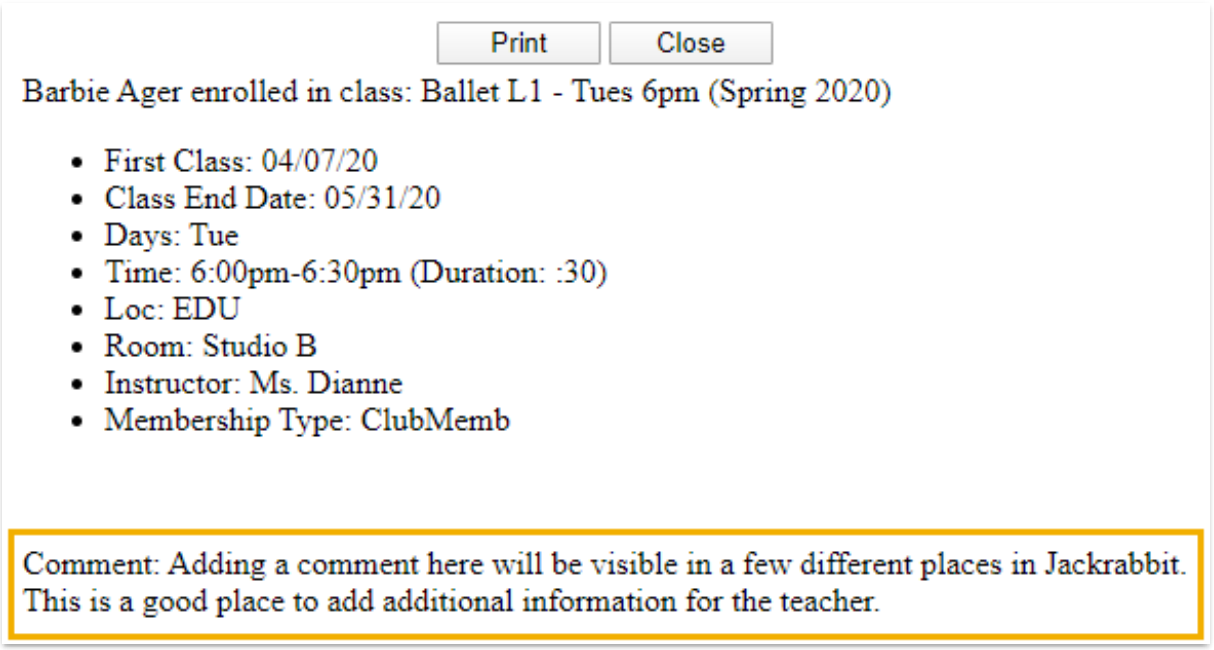
Enrollment Notification

An Enrollment Notification is emailed to your organization when a parent enrolls a student in the Parent Portal. Comments, when added, are visible at the bottom of the email notification.



View Registrations

In the *Family* record, go to *Misc* tab > *View Registrations* button > *View* to see the details from an online enrollment in the Parent Portal, including any comments added.

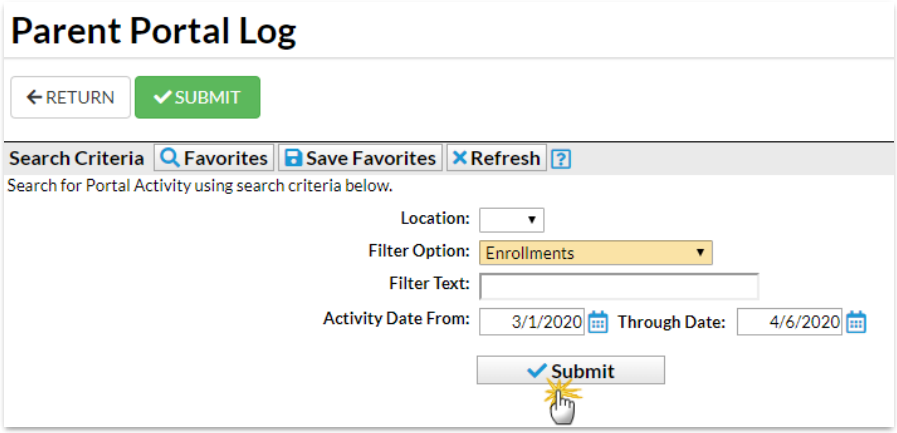


For Multiple Families

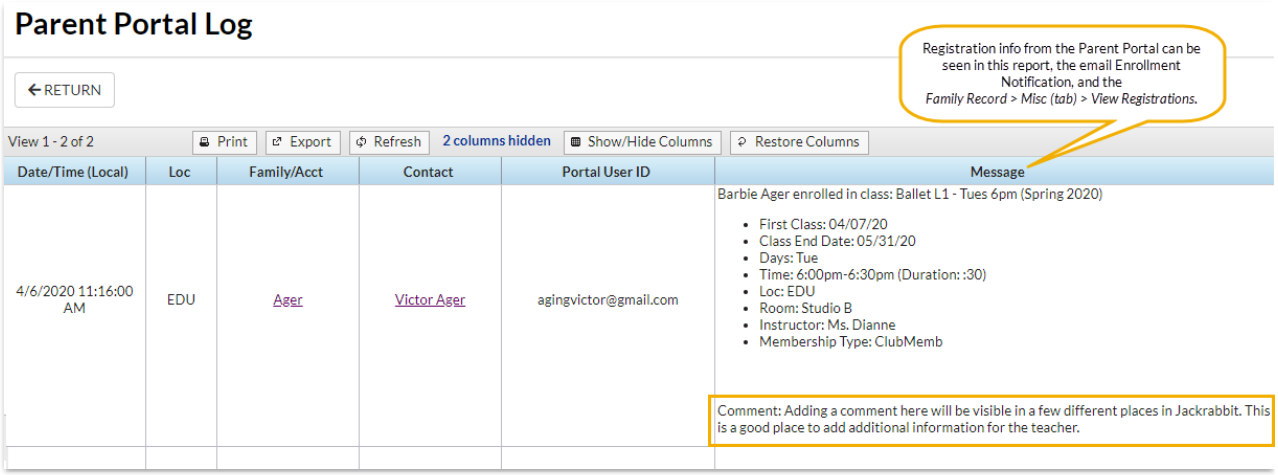
Parent Portal Log Report

To view enrollment information, including comments (when entered), for multiple families at once, the *Parent/Customer Portal Log* from the *Reports* menu allows you to view portal enrollments during a specified date range using the

criteria *Filter Option* = **Enrollments**.

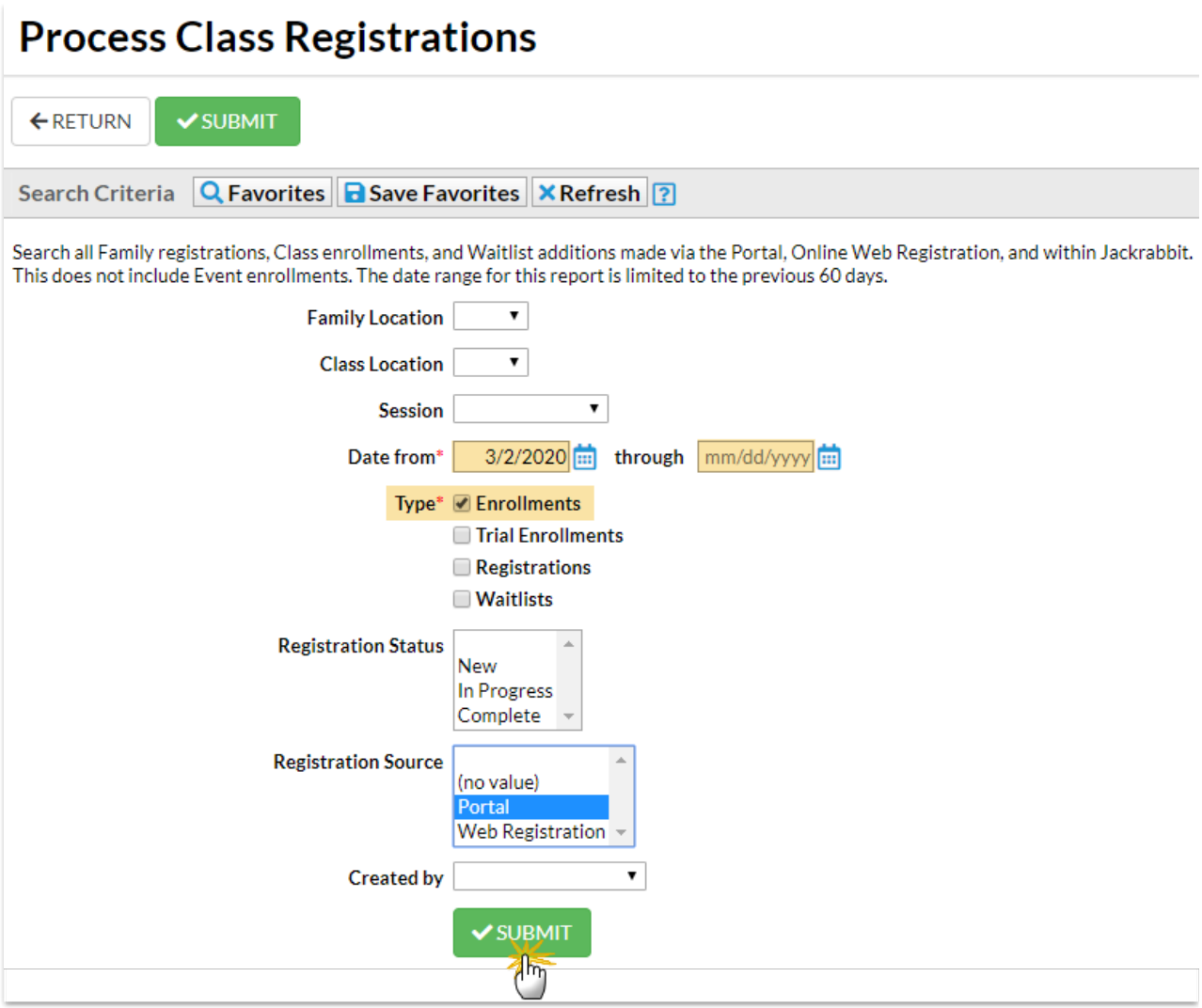


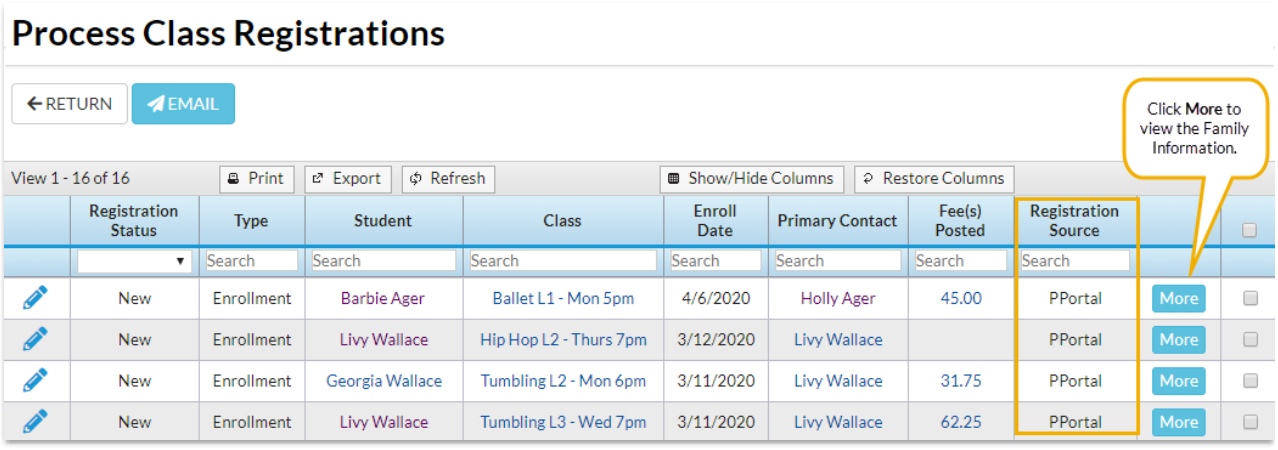
Parent Portal Log - Report View



Process Class Registrations Report

To view Parent Portal enrollments for multiple families, go to*Process Class Registration* under the *Reports* menu to view enrollments during a specified date range using the criteria *Filter Option* = **Enrollments** and *Registration Source* = **Portal.**



Process Class Registrations - Report View

Click the **More** button to see the family information. Registration comments are not shown in this report.