

View Future Enrollments

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If a student has been enrolled with a future start date, the future date details can be seen via the *Family Summary* tab and via the *StudentClasses* tab.

Family Summary Tab

Family: Jay

← RETURN **SAVE CHANGES** **DELETE**

Make Sale/Post Fees Payment Refund Statement Add Student Add Contact Archive Family Family Name Email Email Schedules

Summary Contacts Schedules Events Transactions Billing Info Misc

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Contacts	Type	Home Phone	Work Phone	Cell Phone	Email	Bill	Login	PIN	Portal UserID	Last Login
Carolyn Jay	Mother	215-326-9854								
Michael Jay	Father	215-326-9854	2154723200		mjay@adp.c					

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First Name	Last Name	Active	Gender	Birth Date	Age	Grade	Enrolled Classes	F. Enroll	Wait	
Carol	Jay	Schedule	Y	Female	4/9/2014	4 yrs, 8 mths	Toddler	Toddler 2s	1	
Kenny	Jay	Schedule	Y	Male	8/8/2011	7 yrs, 4 mths	kindergarten	Pre K(Michelle L.)(135), Pre K Extended Day	0	

From the *Family Summary* tab click the link in the *F. Enroll* column to view the student's future enrollment details.

Student Summary Tab

Student: Carol Jay

← RETURN **SAVE CHANGES** **DELETE**

Add Schedule Add Student Tuition Email Schedules Attendance Report Info Sheet Check-in Check-Out Add Attendance

Family: Jay First Name: Carol Middle Initial: Last Name: Jay

Summary Schedules Events Attendance Tuition Medical Feedback Skills/Levels Misc

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Class	Start Date	End Date	Mon	Tue	Wed	Thur	Fri	Sat	Sun	User ID	Balance	Transfer	Drop
1 Toddler 2s	8/17/2015		7:30am - 1:30pm	7:30am - 1:30pm	7:30am - 1:30pm	7:30am - 1:30pm	7:30am - 1:30pm	-	-	caremaster	4467.50	Transfer	Drop

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Class	Start Date	End Date	Mon	Tue	Wed	Thur	Fri	Sat	Sun	User ID	Balance	Transfer	Drop
1 Pre K	6/3/2019		7:30am - 5:30pm	7:30am - 5:30pm	7:30am - 5:30pm	7:30am - 5:30pm	7:30am - 5:30pm	7:30am - 5:30pm	-	-	care		

Future Enrollment information can also be viewed via the *Class View* as well. Click the **Weekly Calendar** button on the *Executive Dashboard* or point to **Classes** and click **Weekly/Daily Schedule**. If Future Enrolls are present for a class, two acronyms are present along with the class name: FE = Future Enrolls and FD = Future Drops.

	Monday 12/24/2018	Tuesday 12/25/2018	Wednesday 12/26/2018	Thursday 12/27/2018	Friday 12/28/2018	1
All Day				FE = Future Enroll		
7am :00						
8am :00						
9am :00						
:15						
:30	Pre K (4) OFD, 1FE	Pre K (4) OFD, 1FE	Pre K (4) OFD, 1FE	Pre K (4) OFD, 1FE	Pre K (4) OFD, 1FE	
:45						
10am :00						
11am :00						
12pm :00	Pre K (6)		Pre K Extended Day (6)			
:15						
:30						
:45						
1pm :00						
2pm :00						
3pm :00						
4pm :00						

Hover your cursor on a class to bring up the "at a glance" class details in a pop-up window. Click the *Future Enrolls* link to view Future Enrollments.

Pre K (4) OFD, 1FE
(as of 12/27)

Days: Mon, Tue, Wed, Thu, Fri
Time: 9:30am-12:00pm

Instructor: Michelle L.
Location: JR
Room: Room 6

Fee: 135
Category: Preschool
End Date: 5/24/2019

Open 4
Size 4
Max Size 8

Wait List 0
Future Drops 0
Future Enrolls 1

Schedule Existing Students Register New Students

Hover your cursor over the class name and a small window with class details appears. Click on **Future Enrolls** or **Future Drops** to view details.

Pre K (4)				
Schedule New Students		Register New Students		Close
Future Drops				
None				
Future Enrolls				
#	Student	Date	Enroll Type	Drop Date
1	Carol Jay	6/3/2019	Enrolled	
Wait List				
None				