

Archive Classes - An Overview

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Watch a (1:46) video tutorial on Archiving Classes

Once a class has completely ended and all tuition has been posted, the class should be archived rather than deleted. Archiving a class sets the class status to *Archived*. *A class does not become inactive simply because the end date has passed.* It must be archived in order for Jackrabbit to recognize that the class is no longer active and that the enrollment is considered 'in the past.'

Archiving classes when a session is completed is important for several reasons:

- *It updates the Class Status = Archived.*
- *It archives any students on the class'Wait List. (If a class is later **restored**, the wait list restores as well.)*
- *It updates every enrolled student (not already dropped) including future drops by setting the Drop Date to the current date and the Drop Reason to Class Archived. (Note: Students in archived classes do not appear as dropped students in Enrollment Reports since they are not 'true' drops'.)*
- *It places the class into the Past Schedules section of the Student Schedules tab.*

- *It removes the Class as an option in the Clock so Students can't accidentally clock into a past Class.*
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