

Enrollment Detail Report

Last Modified on 12/20/2018 8:53 am EST

The Enrollment Detail Report is extremely powerful and allows you to create many reports based on current and historical class enrollment.

Customize your report using the *Show/Hide Columns* button. Select from over 25 columns of available data.

Uncheck columns and click the "Apply" button to hide columns.
Click the "Apply & Save" button to save these settings for your User ID.

Check All Uncheck All

<input type="checkbox"/> Loc	<input type="checkbox"/> Start Date	<input checked="" type="checkbox"/> Contact First Name	<input type="checkbox"/> Family Balance
<input checked="" type="checkbox"/> Class Name	<input type="checkbox"/> End Date	<input checked="" type="checkbox"/> Contact Last Name	<input type="checkbox"/> Roll Notes
<input type="checkbox"/> Status	<input type="checkbox"/> Start Time	<input type="checkbox"/> Contact Cell Phone	
<input checked="" type="checkbox"/> Session	<input type="checkbox"/> End Time	<input checked="" type="checkbox"/> Primary Contact Email	
<input checked="" type="checkbox"/> Cat1	<input checked="" type="checkbox"/> Student First Name	<input type="checkbox"/> Emergency Info	
<input type="checkbox"/> Cat2	<input checked="" type="checkbox"/> Student Last Name	<input type="checkbox"/> Gender	
<input type="checkbox"/> Cat3	<input checked="" type="checkbox"/> Enroll Date	<input type="checkbox"/> Birthdate	
<input type="checkbox"/> Room	<input checked="" type="checkbox"/> Enroll Type	<input type="checkbox"/> Age	
<input checked="" type="checkbox"/> Instructors	<input checked="" type="checkbox"/> Home Phone	<input type="checkbox"/> Family Reg. Date	

Apply Apply & Save Cancel

Search Criteria Tips

- By default, this report searches active classes only. *SetActive Classes Only?* = No to include archived classes. See [Archive Classes](#) for an explanation of archived classes.
- Select *Enrolled in Session / Not Enrolled In Session* along with other Search Criteria to determine which students did not return (for retention reporting).
- Set *Active Classes Only=No*, *Current Student Status=[blank]*, & *Enrollment Status=All (Current/Past) Enrollments*, along with other Search Criteria, for historical reporting.

Display Options

- To display a Student Summary (each student counts once) set *Show Enrollment Details or Student Summary?* = *Student Summary*.
- To display an Enrollment Summary (a student in multiple classes counts for each class), set *Show Enrollment Details or Student Summary?* = *Enrollment Details*.

Jackrabbit

Generate an email to some, or all, students in the report results.

Enrollment Detail Report

Select which information to display.

Return Email

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	Class Name	Session	Cat1	Instructors	Student First Name	Student Last Name	Enroll Date	Enroll Type	Home Phone	Contact First Name	Contact Last Name	Primary Contact Email ¹	Email All <input type="checkbox"/>
1	Rhythmic Gym - Sat - 2pm	Winter 2017	Gymnastics	Stephanie A.	Maritza	Valladores	12/1/2017	Enrolled	(704) 555-4431	Teresa	Valladores	tvalladores@email.com	<input type="checkbox"/>
2	Tumbling - Sat - 11:30am	Winter 2017	Gymnastics	Stephanie A.	Maritza	Valladores	12/1/2017	Enrolled	(704) 555-4431	Teresa	Valladores	tvalladores@email.com	<input type="checkbox"/>
3	Int. Jazz - Thurs - 7pm	Winter 2017	Dance	Dianne H.	Samantha	Peters	12/1/2017	Enrolled	(704) 555-1231	Trevor	Peters	tpeters@email.com	<input type="checkbox"/>
4	Redfish - Mon - 7pm	Winter 2017	Swim	Dianne H.	Samantha	Peters	12/1/2017	Enrolled	(704) 555-1231	Trevor	Peters	tpeters@email.com	<input type="checkbox"/>
5	Reg. Jazz - Sat - 12:30pm	Winter 2017	Dance	Dianne H.	Lauren	Andrews	12/1/2017	Enrolled	(704) 349-1699	Stephanie	Andrews	stephandrews@jackrabbt.com	<input type="checkbox"/>
6	Jr Parkour - Tues - 6:30pm	Winter 2017	Gymnastics	Stephanie A.	Lauren	Andrews	12/1/2017	Enrolled	(704) 349-1699	Stephanie	Andrews	stephandrews@jackrabbt.com	<input type="checkbox"/>

Watch a (2:03) video tutorial on how to Analyze Enrollment Retention

