

Student Detail Report

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The **Student Detail** report provides you with a list of students based on filters (Search Criteria) you select.

You can find this report in the *Reports* menu. Go to **Reports > Families / Students > Recommended (tab) > Student Detail (Formerly Student Birthday Report)**.

- ★ Customize a student report with filters including: Age, Birth Month, Gender, and classes they are enrolled in.
- ★ Send an email to all, or only some, of the students directly from the report results.
- ★ Sort and filter columns of report results using the flexible grid design.



If you use this report frequently, make it a [Favorite Report](#) for quick and easy access!

Business Scenario

You would like to email your families with students who have birthdays in May and invite them have a birthday celebration at your facility.

To create this report, select the following Search Criteria: *Birth Month* = **May**. The report results will include all students with a birthday in the month of May.

Search Criteria

You can filter your list of students using any or all of the available Search Criteria and Jackrabbit will compile a report of students who meet ALL of the criteria chosen. In this example, we have selected May.

Search Criteria

Run Student Detail report using search criteria below.

Location:

Active: (Yes=Currently Enrolled Students Only)

Age From: Age Through: Gender:

Birth Month:

Enrolled in Classes (Category1):

City: State/Prov: Zip/Post Code:

Gender will display by default unless Hide Gender is enabled in Organization Defaults.

Report Results

The report results can be further customized to show or hide columns of information, sort and filter columns, or modify column width. You can send an email or print directly from the report results.

Note: Depending on the width of the report, reduce the size/scale of the report so all the columns print.

Student Detail

2 Selected

Send an email to the selected students.

Drag a column header and drop it here to group by that column

<input type="checkbox"/>	FIRST NAME	LAST NAME	AGE	BIRTH DATE	CLASSES	FAMILY NAME	CONTACT	EMAIL	HOME PHONE
<input checked="" type="checkbox"/>	Olivia	Unger	15 yrs	Jan 17, 2004	Artistic Gymnastics L3 - Thurs 7pm(85)	Unger	Carol Smith	csmith@email.com	(704) 555-3420
<input type="checkbox"/>	Alysha	Harris	17 yrs	Feb 14, 2002		Harris	Anna Harris	annab@email.com	(704) 555-4200
<input checked="" type="checkbox"/>	Samantha	Brown	9 yrs	Feb 17, 2010		Brown	Janice Brown	jbrownsemail@email.cc	(704) 555-1313
<input type="checkbox"/>	Caroline	Clements	17 yrs	Feb 17, 2002		Clements	Alane Clements	aclements@email.com	(704) 555-0100

1 50 items per page



Refer to **Work with Grids in Jackrabbit** for more details on how easy and flexible these grids are to work with. You can filter, sort, hide, lock, and adjust your report results.