

Report on Trial Enrollments

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After a trial is completed, there are three reports that track trials:

- [Drop History](#)
- [Enroll History](#)
- [Enrollment Detail](#)

Select **Trial** as the *Enroll Type* in the *Search Criteria*.

If a trial does not become a student or was a no show, leave the *Enroll Type* as *Trial* and drop the student from the Class. Enter a drop reason (Example: *No Show*).

Report on trials that did not become students by going to *Students (menu) > Student Reports > Drop History*. Be sure to select *Enroll Type = Trial*.

Track students who enrolled from a trial by setting the *Enroll Type* in *Students (menu) > Student Reports > Enrollment Detail* to **Trial - Enrolled**.



Save this as a frequently used report! Click the heart (icon)  next to a report name, the heart will change to red  and the report will be listed under the *Reports (menu) > My Reports* for quick and easy access!
