

Drop an Individual Student from a Class

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Dropping a student from a class indicates the student is no longer attending/taking the class. A student is not considered in class on their drop date. Select a drop date after the last day the student will attend class and before the next scheduled class.



If a student has stopped attending one class to attend another class, use the [Transfer](#) link instead. If the class has ended and is completed [archive the entire class](#) (which drops enrolled students as part of the process) rather than dropping the students directly.

These practices will keep your drop history accurate and will allow you to easily differentiate between students who completed classes versus those that dropped out of the class prior to completion.

To accommodate different workflows, a student drop can be completed using the **Drop** link located:

- In the *Class* record > *Enroll List* tab
- In the *Student* record > *Summary* or *Classes* tab
- In the *Family* record > *Classes* tab

Drop a Student from a Class

The process to drop the student is the same regardless of where it is initiated. To illustrate the process, we'll work from the Class record.

1. Select the **Enroll List** tab in the *Class* record.
 2. Click the **Drop** link for the student being dropped from the class.
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Class Acro - Mon 6pm

SAVE CHANGES DELETE

Class Roll Enroll Student Email/Text Class Enter Absences Absence/Attendance Post Class Transactions Copy Class Mass Drop Sizes/Measurements Archive Class

Summary Enroll List Drop List Absences Makeups Wait List Instructors Lesson Plan Skills/Levels Misc Costumes Notes (0) Resources (0) Policy Groups (0)

Current Enrollment

View 1 - 4 of 4 Print Export Refresh

	Student	Gender	Age	BirthDt	Medical	Absent	Enroll Date	Type	Future Drop	User ID	Balance	Drop	Transfer
1	Barbie Asec	Female	11 yrs	11/17/2011		2	12/1/2022	Enrolled		Jazzhandssand	30.00	Drop	Transfer
2	Austin Carter	Male	12 yrs	5/31/2010		0	12/1/2022	Enrolled		Jazzhandssand	150.00	Drop	Transfer
3	Nadine Evans	Female	17 yrs	9/18/2005		0	12/1/2022	Enrolled		Jazzhandssand	0.00	Drop	Transfer
4	Abigail Franklin	Female	13 yrs	9/19/2009		0	12/1/2022	Enrolled		Jazzhandssand	-125.00	Drop	Transfer

3. Complete the information in the pop-up window:

- o Enter the **Drop date** (defaults to current date), or a future date can be selected. Enter the drop date as the day after the last day the student will attend class.
- o **Has this class been completed?** Select Yes if the student completed the class or No if they dropped before meeting all class requirements.
- o Select a **Reason** for the drop. **Note:** Reasons can be customized in the Drop-down List Editor (from the Gear icon > Settings menu > General > Drop-down Lists left menu > Student section).
- o Set **Email primary instructor?** to Yes to email details about the drop to the primary instructor. **Note:** The instructor must be listed as primary on the Instructor tab of the Class record and must have an email address in their Staff record.
- o Add **Notes** if applicable. Notes are NOT visible in the Staff Portal or the Parent Portal. They are displayed on the Classes tab of the Student record, the Drop List tab of the Class record, and the Drop History report.
- o Click **Drop**.

Drop Student From Class

Student: Austin Carter
Family: Carter
Class: Acro - Mon 6pm

! This family has a balance: \$150.00.

Drop date * 
12/27/2022 

Has this class been completed? *
 Yes No

Reason *
Changed Class

Email primary instructor?
 Yes

CANCEL DROP

4. Click **Drop** in the confirmation window to remove the student from the class.

- o When the enrollment date and future drop date fall within the same billing period, the confirmation window provides an option to delete the enrollment and tuition fee (if one had been posted with enrollment). Toggle to on and click **Drop** to complete the drop process.

The student is removed from the *Enroll List* tab of the *Class* record, and they now appear on the *Drop List* tab.

Class Acro - Mon 6pm

SAVE CHANGES DELETE

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Summary Enroll List Drop List Absences Makeups Wait List Instructors Lesson Plan Skills/Levels Misc Costumes Notes (0) Resources (0) Policy Groups (0)

Past Enrollment

View 1 - 1 of 1 Print Refresh

Student	Enrolled	Reason	Dropped	Drop Reason	Comp?	Notes	User ID
Austin Carter	12/01/22	Enrolled	12/27/2022	Changed Class	no		Jazzhandssandi

Deleted Enrollments

No Data Available Print Refresh

Student	Deleted	Method	Enrolled	Reason	Dropped	Drop Reason	User ID
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On the *Classes* tab of both the *Family* and the *Student* records, the enrollment is removed from the Current Enrollment Drop section and moved to the Past Enrollment section, where details of the drop are displayed.

Family Carter

RETURN SAVE CHANGES DELETE

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

Summary Contacts Classes Events Transactions Billing Info Misc Notes (0) Resources (0) Policies (0)

View Past Enrollment History Mass Drop Classes

Current Enrollment

View 1 - 3 of 3 Print Refresh

Student	Class	Session	Enroll Date	Type	Days	Room	Time	Dura	Instructor	Fee	By	Future Drop
Austin Carter	Ballet - Mon 6pm	Winter 2023	12/1/2022	Enrolled	M		6:00pm - 7:00pm	1:00	Ms. Dianne	80.00	Jazzhandssandi	Drop
David Carter	Ballet - Mon 6pm	Winter 2023	12/1/2022	Enrolled	M		6:00pm - 7:00pm	1:00	Ms. Dianne	80.00	Jazzhandssandi	Drop
David Carter	Jazz - Tues 6pm	Winter 2023	12/1/2022	Enrolled	Tu		6:00pm - 7:00pm	1:00	Ms. Dianne	85.00	Jazzhandssandi	Drop
Total:								3:00				

Past 10 Enrollments

View 1 - 10 of 10 Print Refresh

Student	Class	Session	Enroll Date	Type	Instructor	By	Drop Date	Reason	Comp?	Notes	By
Austin Carter	Acro - Mon 6pm	Winter 2023	12/1/2022	Enrolled	Livy W.	Jazzhandssandi	12/27/2022	Changed Class	no		Jazzhandssandi
David Carter	Jazz - Tues 7pm	2022 Fall	11/22/2022	Enrolled	Dianne H.	Jazzhandssandi	11/28/2022	Class Archived	yes		Jazzhandssandi
David Carter	Ballet - Mon 6pm	2022 Fall	11/22/2022	Enrolled	Dianne H.	Jazzhandssandi	11/28/2022	Class Archived	yes		Jazzhandssandi



If a class fee (such as a tuition fee) had been posted for the dropped class that is no longer due, you would need to go to the family's Transactions tab and delete or edit that transaction.