Future Drop Dates

Jackrabbit gives you two options for creating a future drop date for a student in a Class record:

- **Use the Future Drop column** - Click the **Future Drop** field and enter or select a date. **Save Changes**. This can be edited and removed at any time. No notification is sent to the instructor for the Future Drop entered in this field.

- **Use the Drop link** - Click on the **Drop** link next to the Balance column. This opens a window to drop the student from the class. Select a future drop date and enter additional information. Toggle the **Email primary instructor?** setting to Yes if you want the instructor to receive an email regarding the future drop.

The student remains enrolled in the class until the chosen date. On that date, Jackrabbit will automatically drop the student from the class; the student is not considered to be in class on the drop date (i.e., the drop date is exclusive).

Edit or remove Future Drop dates from the Class Enroll List tab. Delete the date in the *Future Drop* field to remove the Future Drop. To edit a Future Drop date, click into the *Future Drop* field and select a new date from the calendar. Be sure to **Save Changes**.

Use the **Enrollment Detail report** to report on Future Drops. In the Search Criteria, enter the current date in the *Enrolled Date From* field and leave the *Through* date blank.