Report/Track Dropped and Transferred Students

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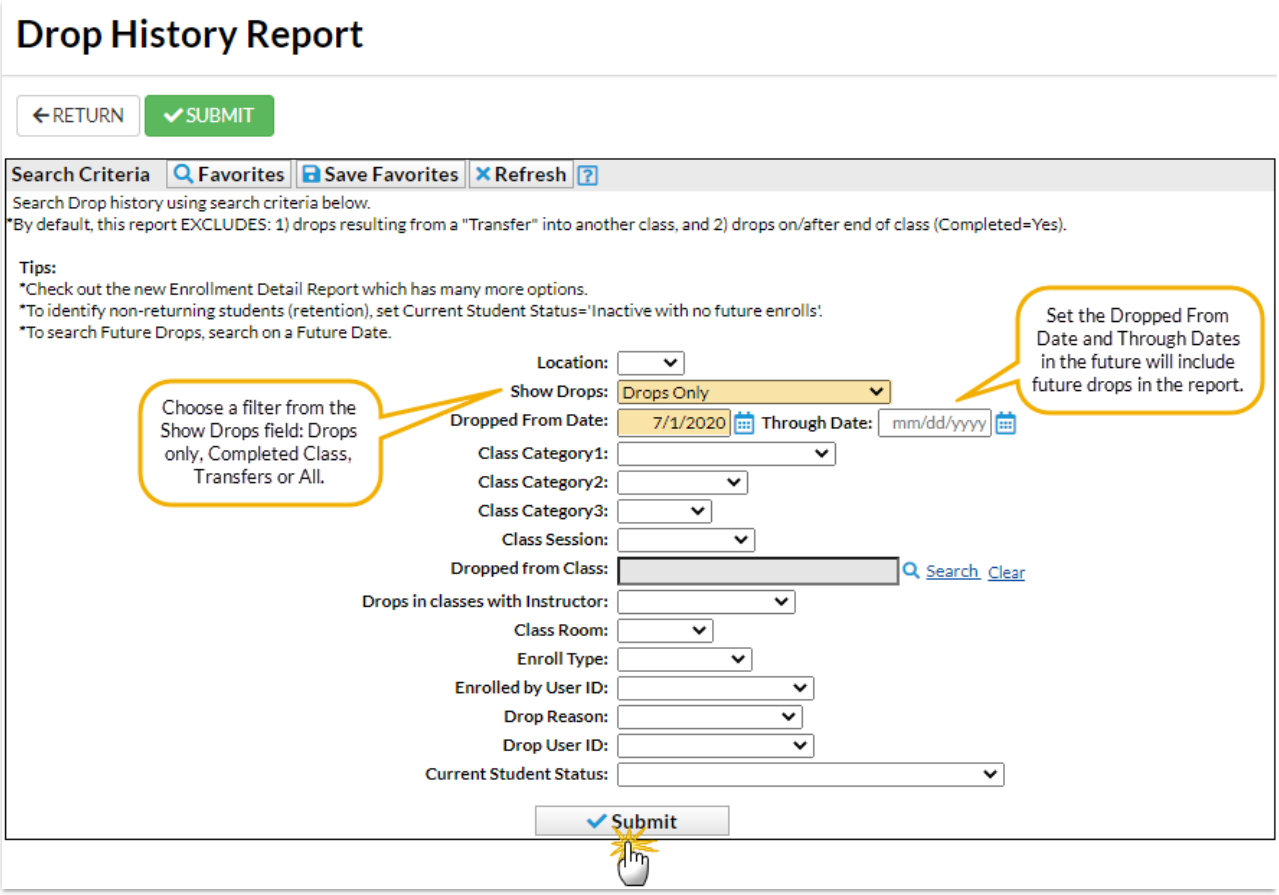
You can use the **Drop History Report** and the **Enrollment Detail Report** to track and report on dropped and transferred students.

Drop History Report

The Drop History report, found under the *Students (menu)* > *Student Reports*, shows students who have been dropped from classes. Use the Search Criteria *Show Drops* = **Transfers** to report on only those students who were transferred out of a class and into another.



Enrollment Detail Report

The **Enrollment Detail Report**, found under the *Students (menu)* > *Student Reports*, has many options and is a powerful reporting tool for many types of enrollment reports, including drops and transfers. Explore the many search criteria available for creating customized reports.

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!