

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.

Drop History Report

← RETURN ✓ SUBMIT

Search Criteria 🔍 Favorites 📌 Save Favorites ✕ Refresh ?

Search Drop history using search criteria below.
*By default, this report EXCLUDES: 1) drops resulting from a "Transfer" into another class, and 2) drops on/after end of class (Completed=Yes).

Tips:
*Check out the new Enrollment Detail Report which has many more options.
*To identify non-returning students (retention), set Current Student Status='Inactive with no future enrolls.'
*To search Future Drops, search on a Future Date.

Choose a filter from the Show Drops field: Drops only, Completed Class, Transfers or All.

Set the Dropped From Date and Through Dates in the future will include future drops in the report.

Location:

Show Drops:

Dropped From Date: Through Date:

Class Category1:

Class Category2:

Class Category3:

Class Session:

Dropped from Class: 🔍 Search Clear

Drops in classes with Instructor:

Class Room:

Enroll Type:

Enrolled by User ID:

Drop Reason:

Drop User ID:



Current Student Status:

✓ Submit

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!

