

Archive Classes - An Overview

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Once a class has completely ended and all tuition has been posted, the class should be archived rather than deleted. Archiving a class sets the class status to *Archived*. *A class does not become inactive simply because the end date has passed.* It must be archived in order for Jackrabbit to recognize that the class is no longer active and that the enrollment is considered 'in the past.' *It is not necessary to Mass Drop students prior to archiving a class. Archiving the class will move the class from a student's Current Enrollment to Past Enrollment on the Student's Class tab.*

Archiving classes when a session is completed is important for several reasons:

- It updates the Class Status = Archived.
- It archives any students on the class' Waitlist. (If a class is later **restored**, the waitlist restores as well.)
- It updates every enrolled student (not already dropped) including future drops by setting the Drop Date to the current date and the Drop Reason to Class Archived. (Note: Students in archived classes do not appear as dropped students in Enrollment Reports since they are not 'true' drops'.)
- It places the class into the Past Enrollment section of the Student Classes tab.
- It ensures historic, statistical enrollment data can be retrieved for future use.
- It removes the Policy Group(s) associated with the class.

Frequently Asked Questions

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Q. *What happens to the transactions for a family when I archive a class?*

A. All transaction history remains the same. Archiving classes does not impact Student or Family information.

Q. *Can I post tuition to an archived class?*

A. Once a class has been archived, it is not possible to post tuition to the class using Transactions > Post Tuition Fees.

Q. *If I restore a class that had future enrollment in it when it was archived, will the future enrollment be restored as well?*

A. Yes. Restoring a class will also restore any future enrollment.
