

# Enroll History Report



Last Modified on 09/13/2023 11:04 am EDT

The **Enroll History** report provides you with a list of students and the date each student was placed into a class, based on the filters ([Search Criteria](#)) you select.

You can find this report under the **Students** menu > **Student Reports**.

- ★ Generate a report of previously enrolled students who have not enrolled in a new class.
- ★ Identify inactive students using the filter for **Current Student Status**.
- ★ Send an email to all, or select students directly from the report results, including archived students in the Lead File (after 11/11/2015).



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!

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## Search Criteria

Filter your list of students using any or all of the available Search Criteria, and Jackrabbit will compile a report of who meets ALL of the criteria chosen. In this example, we have selected a **Current Student Status of Inactive**.

- Set a time frame in the Search Criteria.
- Hold down the shift key to select all, or **Ctrl** to select more than one from the drop-down lists.

# Enroll History Report

Search Enrollment history using search criteria below.  
 Tips: Also check out the new Enrollment Detail Report which has many more options. To identify non-returning students (retention), set Current Student Status='Inactive'.

Location:  (Select one or more by holding the CTRL key)  
 Room:   
 Enrolled From Date:  Through Date:   
 Enroll Type (How Student was Enrolled):  (Use to differentiate trials, transfers, etc from standard enrollment.)  
 Enrolled in Session:   
 Class Category1:   
 Class Category2:   
 Class Category3:   
 Enrolled in Class:     
 Instructor(s):   
 Enrolled by User ID:   
 Current Student Status:

Hold down the shift key to select all or **Ctrl** to select more than one from the list.

Select **Inactive** so identify students who are no longer enrolled.

## Report Results

Review the results and use the checkbox in the last column to select the students to email. Click the *Email* button to quickly generate an email to all or the selected students in the report. A history of this email is kept in the *Family* record, *Misc* tab > *View Sent Emails* for 365 days.

- Use the active links in the report to go to a Class or Student record.
- **Show/Hide** the columns as needed. In this example, 8 columns are hidden.
- Report results can be further customized with the ability to sort columns, and modify column width.

Enroll History Report

Use this button to **Show/Hide Columns** in the report.

Click the top checkbox to select all to email.

View 1 - 13 of 13    **8 columns hidden**

| Enroll Date | Class                                  | Class Days | Class Start Time | Class End Time | Category1 | Session     | Student First          | Student Last             | Active | Billing Contact Email  | Email All                           |
|-------------|--|------------|------------------|----------------|-----------|-------------|------------------------|--------------------------|--------|--|-------------------------------------|
| 6/1/2023    | <a href="#">Adult Tap - Mon 3:30pm</a> | M          | 3:30pm           | 4:30pm         | Dance     | Summer 2023 | <a href="#">Gina</a>   | <a href="#">Evans</a>    | No     | <a href="mailto:tayevans@email.com">tayevans@email.com</a>         | <input checked="" type="checkbox"/> |
| 6/1/2023    | <a href="#">Ballet L1 - Mon 7pm</a>    | M          | 7:00pm           | 7:30pm         | Dance     | Summer 2023 | <a href="#">Gina</a>   | <a href="#">Evans</a>    | No     | <a href="mailto:tayevans@email.com">tayevans@email.com</a>         | <input checked="" type="checkbox"/> |
| 5/1/2023    | <a href="#">Adult Tap - Mon 3:30pm</a> | M          | 3:30pm           | 4:30pm         | Dance     | Spring 2023 | <a href="#">Gina</a>   | <a href="#">Evans</a>    | No     | <a href="mailto:tayevans@email.com">tayevans@email.com</a>         | <input checked="" type="checkbox"/> |
| 5/1/2023    | <a href="#">Ballet L1 - Mon 6pm</a>    | M          | 6:00pm           | 6:30pm         | Dance     | Spring 2023 | <a href="#">Gina</a>   | <a href="#">Evans</a>    | No     | <a href="mailto:tayevans@email.com">tayevans@email.com</a>         | <input checked="" type="checkbox"/> |
| 5/1/2023    | <a href="#">Ballet L1 - Tues 6pm</a>   | Tu         | 6:00pm           | 6:30pm         | Dance     | Spring 2023 | <a href="#">Leslie</a> | <a href="#">Brown</a>    | No     | <a href="mailto:jbrownsemail@email.com">jbrownsemail@email.com</a> | <input checked="" type="checkbox"/> |
| 5/1/2023    | <a href="#">Ballet L1 - Tues 6pm</a>   | Tu         | 6:00pm           | 6:30pm         | Dance     | Spring 2023 | <a href="#">Lena</a>   | <a href="#">Campbell</a> | No     | <a href="mailto:kcampbell@email.com">kcampbell@email.com</a>       | <input checked="" type="checkbox"/> |
| 5/1/2023    | <a href="#">Sea Otters - Mon 5pm</a>   | M          | 5:00pm           | 5:30pm         | Swim      | Spring 2023 | <a href="#">Lena</a>   | <a href="#">Campbell</a> | No     | <a href="mailto:kcampbell@email.com">kcampbell@email.com</a>       | <input checked="" type="checkbox"/> |
| 5/1/2023    | <a href="#">Tap L2 - Mon 7pm</a>       | M          | 7:00pm           | 8:00pm         | Dance     | Spring 2023 | <a href="#">Lena</a>   | <a href="#">Campbell</a> | No     | <a href="mailto:kcampbell@email.com">kcampbell@email.com</a>       | <input checked="" type="checkbox"/> |

**Note:** Although archived families are included in this report, if there is no email address for the family in the Lead File, they must be restored to the main database, add the email address, and re-archive the

family.



Jackrabbit defaults to tracking absences rather than attendance. If you are set up to track by attendance, this report gives you the option to view the *Last Date Attended* by the students. Refer to [Track Absences or Attendance](#) for more details.

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