

Enroll History Report



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

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

- ★ Customize the list of student enrollments with several optional filters including Enroll Date, Category, Session, and Current Student Status.
- ★ Students archived to the Lead File (after 11/11/2015) will be included in the report results.
- ★ Send an email to all, or only some, of the families directly from the report results.



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!

Business Scenario

You would like to generate a list of students who were enrolled in classes during the last session, however, they have not enrolled in any classes for your upcoming session. It's time to send out your new session class list and would like to encourage them to sign up for new classes.

To create this report use these search filters:

- *Enrolled in Session* = **2021**
- *Current Student Status* = **Inactive**

The report results will include all students enrolled in **2021** classes and are currently *Inactive*. Use the Email button in the report results to contact these student families to encourage them to sign up for another session.

Note: The **Enrollment Detail Report** can also be used for this business scenario and has more options.

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.

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:



Report Results

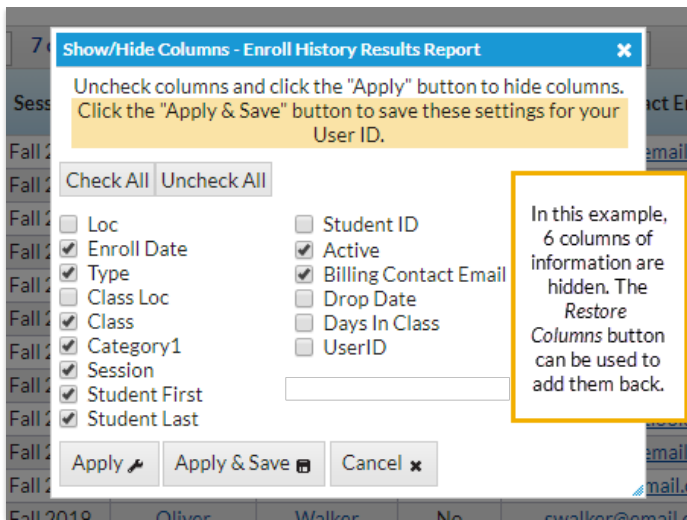
The report results can be further customized with the ability to show or hide columns of information, sort columns, or modify column width.

Enroll History Report

Enroll Date	Type	Class	Category1	Session	Student First	Student Last	Active	Billing Contact Email	Email All
12/28/2021	Enrolled	Cheer-Team - Adv - M	Cheer	2021	Shelby	Avery	No	javery@email.com	<input checked="" type="checkbox"/>
12/24/2021	Enrolled	Ballet - Beg - F	Ballet	2021	Ethan	Hunter	No	jhunter@email.com	<input checked="" type="checkbox"/>
12/24/2021	Enrolled	Ballet - Beg - F	Ballet	2021	Rene	Cooper-ARCHIVED	No	bcooper@email.com	<input checked="" type="checkbox"/>
12/24/2021	Enrolled	Ballet - Beg - Tue	Ballet	2022	Virginia	Barnhardt	No	hbarnhardt@email.com	<input checked="" type="checkbox"/>
12/24/2021	Enrolled	Ballet - Beg - Tue	Ballet	2022	Andy	Davis	No	ldavis@email.com	<input checked="" type="checkbox"/>

Select the top check box to email all students in the report.

- Email directly from the report results. Use the checkbox in the *Email All* column to select the contacts you would like to email. Click the **Email** button to open the Jackrabbit email editor and select an email template or create a new email message. A history of this email is kept in the *Family* record, *Misc* tab > *View Sent Emails* for 365 days.
- Click the **Show/Hide Columns** button, to select which columns of information you want to be displayed.



- Select **Apply** to have these selections applied to only the report you are currently viewing.
- Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours. ...



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.
