

Search Waitlists Report

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The Search Waitlists report displays a list of students waitlisted for classes based on your chosen search criteria.

You can find this report in the Classes menu. Go to **Classes** menu > **Class Reports** > **Search Waitlists**.

Enroll a student directly from the report grid.

Email one or all parents of students who are waitlisted for a specific class.

Print or export the report as an Excel, CSV, or PDF file.

Save a frequently used report for quick and easy access! Click the **Heart** icon next to a report name to change the heart to red and add the report to your Reports menu > [My Reports](#).

Search Criteria

Use the Search Criteria to narrow results to the classes you want to work with. Leaving a field blank is the same as saying "all."

For example, leaving the Select Classes criteria blank will show all your classes with waitlisted students. You can then refine your selections to customize the results as needed.

Report Results

You can customize the report results to show or hide columns, sort and filter them, or adjust their width. This example hides nine columns and adds the Jackrabbit Family ID, Jackrabbit Student ID, and Jackrabbit Class ID columns, which default to hidden.

- The Wait column indicates the number of students on the individual class's waitlist.
- Access a Student or Class record with the active links in the report.
- Use the Enroll link in the report to enroll a student in the class.

Customize your report and display the information you need using the Show/Hide Columns and Restore Columns buttons. You can choose from 25 available columns.

All Classes on the Classes menu shows a data visual of *Classes with Waitlists*. Learn more in [Work with All Classes—View Search and Take Action](#).
