## Correct duplicate students showing on the Enrollment Detail Report Share

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## Issue/Question

I ran the Enrollment Detail report to get the total number of students in our program for a specific date range in the past. I got the total number of enrollments, but the same student shows up multiple times. How can I get an accurate count of unique students?

## **Environment**

Jackrabbit application

## Resolution

To report on unique students enrolled during a specified time period:

- 1. Set Active Classes Only to No.
- 2. Leave Student Status blank.
- 3. Set Enrollment Status to All (Current and Past) Enrollments.
- 4. Use the Enrollment (as of) Dates to show students actively taking classes during your specified date range.
- 5. Set the Show Enrollment Details or Student Summary field to Student Summary so each student is counted only once.
- 6. Click Submit.