Edit a student's Enrollment Date without dropping and re-enrolling Share

Issue/Question

Can I edit an enrollment date without actually dropping & re-enrolling the student?

Resolution

Yes. You can edit a student's enrollment date without dropping and re-enrolling them; however, several rules determine when the enrollment date can be changed.

The enrollment date:

✔ Can only be edited when your organization's default settings allow future enrollments.

✔ Can be edited by a User with the *Edit Student's Class Enroll Date* User Permission.

✔ Can be edited for Registration Types *Enrolled* and *Trial*.

✔ Can only be edited to today's date or a date in the future.

✔ Can be edited for individual students only, not in mass.

✘ Can't be edited to a date that falls before a class' start date or after a class' end date.

✘ Can't be edited to a date that falls before a student's start date.

✘ Can't be edited to a date that falls after a future drop date.

✘ Can't be edited if there are attendance records associated with the student for the class.

To edit a student's enrollment date:

1. Go to the **Class Record** > **Enroll List** tab.

2. Select the **Pencil** icon next to the Enroll Date.

3. Choose a new **Enroll Date** and **Save**.