

# Drop History Report

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The **Drop History** report shows students that have dropped classes based on filters Search Criteria you select.

You can find this report under the Reports menu. Go to the *Reports (menu) > Find Reports > Classes/Enrollment (left menu) > Recommended (tab) > Drop History*.

- ★ Run the report separately to show all drops only, only those students who transferred classes, or only the students who completed classes.
- ★ This report lists the drop date (including future enrollments), class, instructor, student, balance, phone, email, drop reason, and the number of days in a class.
- ★ Send an email to all or only selected students, 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) > Favorite Reports* for quick and easy access!

## Business Scenario

You are starting to plan for your next session's staffing needs and want to determine if any students are going to drop or transfer from classes. Additionally, you would like to email some of the students to see if you can register them into a new class.

To create this report, select the following Search Criteria:

- *Show Drops* = Drops Only and Transfers
- *Dropped From Date* = Enter the date range
- *Current Student Status* = blank

# Drop History Report

[Drop History Report Tips](#)

Class Location

Show Drops

Dropped From Date 
 Through Date

Class Category1

Class Category2

Class Category3

Class Session

Dropped from Class

Drops in classes with Instructor

Class Room

Enroll Type

Enrolled by User ID

Drop Reason

Drop User ID

Current Student Status

Leave Current Student Status to blank to capture all students.

Hold down the shift key to select all; or ctrl to select more than one from the drop-down list.

To search for students scheduled to drop (future drops), set Dropped From and Through Date to future dates.

## Report Results

Review the results and use the *Email* button to quickly generate an email to all, or only select, students in the report. Use the check box in the last column to select the students. Show/hide the columns as needed, in this example, 9 columns are hidden.

# Drop History Report

Send an email to students selected in the last column of the report results.

View 1 - 5 of 5

Drop Date	Class	Instructors	Family	First Name	Student Last Name	Email	Drop Reason	Enroll Type	Enroll Date	Email All
4/1/2021	<a href="#">Basic First Aid</a>	Carol B.	<a href="#">Meza</a>	<a href="#">Santos</a>	<a href="#">Meza</a>	<a href="mailto:rmeza@email.com">rmeza@email.com</a>	Changed Class	Enrolled	3/1/2021	<input type="checkbox"/>
4/1/2021	<a href="#">Jazz L2 - Tues 7pm</a>	Dianne H.	<a href="#">Dierksen</a>	<a href="#">David</a>	<a href="#">Dierksen</a>	<a href="mailto:jlintonjr@outlook.com">jlintonjr@outlook.com</a>	Changed Class	Enrolled	3/1/2021	<input checked="" type="checkbox"/>
3/11/2021	<a href="#">Ballet L1 - Mon 5pm</a>	Dianne H.	<a href="#">Uphill</a>	<a href="#">Jack</a>	<a href="#">Uphill</a>	<a href="mailto:caroluphill@email.com">caroluphill@email.com</a>	Moving	Enrolled	12/1/2020	<input checked="" type="checkbox"/>
5/1/2021	<a href="#">Cheer Ready - Fri 6pm</a>	Stephanie A.	<a href="#">Bowden</a>	<a href="#">Kadie</a>	<a href="#">Bowden</a>	<a href="mailto:kbowden@email.com">kbowden@email.com</a>	Changed Class	Enrolled	3/15/2021	<input type="checkbox"/>
4/1/2021	<a href="#">Cheer Ready - Fri 6pm</a>	Stephanie A.	<a href="#">Wallace</a>	<a href="#">Olivia</a>	<a href="#">Wallace</a>	<a href="mailto:wallacelivy@gmail.com">wallacelivy@gmail.com</a>	Changed Class	Enrolled	3/1/2021	<input checked="" type="checkbox"/>