

Enrollment Detail Report

Last Modified on 11/03/2020 12:33 am EST

The Enrollment Detail Report is extremely powerful and allows you to create many reports based on current and historical class enrollment.

Customize your report using the *Show/Hide Columns* button. Select from over 25 columns of available data.

Show/Hide Columns - Enrollment Detail Report

Uncheck columns and click the "Apply" button to hide columns.
Click the "Apply & Save" button to save these settings for your User ID.

Check All

Uncheck All

☐ Loc

☒ Class Name

☐ Status

☒ Session

☒ Cat1

☐ Cat2

☐ Cat3

☐ Room

☒ Instructors

☐ Start Date

☐ End Date

☐ Start Time

☐ End Time

☒ Student First Name

☒ Student Last Name

☒ Enroll Date

☒ Enroll Type

☒ Home Phone

☒ Contact First Name

☒ Contact Last Name

☐ Contact Cell Phone

☒ Primary Contact Email

☐ Emergency Info

☐ Gender

☐ Birthdate

☐ Age

☐ Family Reg. Date

☐ Family Balance

☐ Roll Notes

Apply

Apply & Save

Cancel

Search Criteria Tips

- By default, this report searches active classes only. *SetActive Classes Only? = No* to include archived classes. See [Archive Classes](#) for an explanation of archived classes.
- Select *Enrolled in Session / Not Enrolled In Session* along with other Search Criteria to determine which students did not return (for retention reporting).
- Set *Active Classes Only=No*, *Current Student Status=[blank]*, & *Enrollment Status=All (Current/Past)* *Enrollments*, along with other Search Criteria, for historical reporting.

Display Options

- To display a Student Summary (each student counts once) set *Show Enrollment Details or Student Summary? = Student Summary*.
- To display an Enrollment Summary (a student in multiple classes counts for each class), set *Show Enrollment Details or Student Summary? = Enrollment Details*.

Jackrabbbit

Generate an email to some, or all, students in the report results.

Enrollment Detail Report

Select which information to display.

Return

Email

View 1 - 50 of 71

Page 1 of 2

50

Show All

Print

Export

Refresh

17 columns hidden

Show/Hide Columns

Restore Columns

	Class Name	Session	Cat1	Instructors	Student First Name	Student Last Name	Enroll Date	Enroll Type	Home Phone	Contact First Name	Contact Last Name	Primary Contact Email	Email All
1	Rhythmic Gym - Sat - 2pm	Winter 2017	Gymnastics	Stephanie A.	Maritza	Valladores	12/1/2017	Enrolled	(704) 555-4431	Teresa	Valladores	tvalladores@email.com	<input type="checkbox"/>
2	Tumbling - Sat - 11:30am	Winter 2017	Gymnastics	Stephanie A.	Maritza	Valladores	12/1/2017	Enrolled	(704) 555-4431	Teresa	Valladores	tvalladores@email.com	<input type="checkbox"/>
3	Int. Jazz - Thurs - 7pm	Winter 2017	Dance	Dianne H.	Samantha	Peters	12/1/2017	Enrolled	(704) 555-1231	Trevor	Peters	tpeters@email.com	<input type="checkbox"/>
4	Redfish - Mon - 7pm	Winter 2017	Swim	Dianne H.	Samantha	Peters	12/1/2017	Enrolled	(704) 555-1231	Trevor	Peters	tpeters@email.com	<input type="checkbox"/>
5	Reg. Jazz - Sat - 12:30pm	Winter 2017	Dance	Dianne H.	Lauren	Andrews	12/1/2017	Enrolled	(704) 349-1699	Stephanie	Andrews	steph Andrews@jackrabb	<input type="checkbox"/>
6	Jr Parkour - Tues - 6:30pm	Winter 2017	Gymnastics	Stephanie A.	Lauren	Andrews	12/1/2017	Enrolled	(704) 349-1699	Stephanie	Andrews	steph Andrews@jackrabb	<input type="checkbox"/>

How to Analyze Enrollment Growth

How to Analyze Enrollment Retention
