Enroll History Report

The **Enroll History** report provides you with a list of students and the date each student was placed into the class, based on filters (Search Criteria) you select.

You can find this report in the *Reports* menu. Go to **Reports** > **Classes/Enrollment** > **Recommended (tab)** > **Enroll History**.

- ⭐ Customize the list of student enrollments with several optional filters including: Enroll Date, Category, Session, and Current Student Status.
- ⭐ Send an email to all, or only some, of the families directly from the report results.

If you use this report frequently, make it a **Favorite Report** for quick and easy access!

Business Scenario

You would like to generate a list of students who were enrolled in classes last session, however, they have not enrolled in any classes for your upcoming session. It's time to send out your new session class list and would like to encourage them to sign up for new classes.

To create this report use these search filters:

- *Enrolled in Session* = **Fall 2019**
- *Current Student Status* = **Inactive**

The report results will include all student enrolled in *Fall 2019* classes and are currently *Inactive*. Use the Email button in the report results to contact these student families to encourage them to sign up for another session.

Note: The **Enrollment Detail Report** can also be used for this business scenario and has more options.

Search Criteria

Filter your list of students using any or all of the available Search Criteria and Jackrabbit will compile a report of who meet ALL of the criteria chosen.

Report Results

The report results can be further customized with the ability to show or hide columns of information, sort columns, or modify column width.

Enroll History Report

Customize your report by showing or hiding columns of information.

View 1 - 12 of 12   Print   Export   Refresh   **7 columns hidden**   Show/Hide Columns   Restore Columns

Enroll Date	Type	Class	Category1	Session	Student First	Student Last	Active	Billing Contact Email	Email All ☑
9/25/2019	Enrolled	Class in Davidson	Dance	Fall 2019	Caroline	Clements	No	aclements@email.com	☑
9/25/2019	Enrolled	Class in Davidson	Dance	Fall 2019	David	Dierksen	No	jlintonjr@outlook.com	☑
9/25/2019	Enrolled	Class in Davidson	Dance	Fall 2019	Dylan	Dierksen	No	jlintonjr@outlook.com	☑
9/25/2019	Enrolled	Class in Concord	Dance	Fall 2019	Debbie	Clements	No	aclements@email.com	☑
9/25/2019	Enrolled	Class in Concord	Dance	Fall 2019	Caroline	Clements	No	aclements@email.com	☑
9/25/2019	Enrolled	Class in Concord	Dance	Fall 2019	Caroline	Clements	No	aclements@email.com	☑
9/25/2019	Enrolled	Class in Concord	Dance	Fall 2019	Cindy	Dierksen	No	jlintonjr@outlook.com	☑
9/25/2019	Enrolled	Class in Concord	Dance	Fall 2019	David	Dierksen	No	jlintonjr@outlook.com	☑

- Email directly from the report results. Use the checkbox in the *Email All* column to select the contacts you would like to email. Click the **Email** button to open the Jackrabbit email editor and select an email template or create a new email message. A history of this email is kept in the *Family* record, *Misc* tab> *View Sent Emails* for 180 days.

- Click the **Show/Hide Columns** button, to select which columns of information you want displayed.
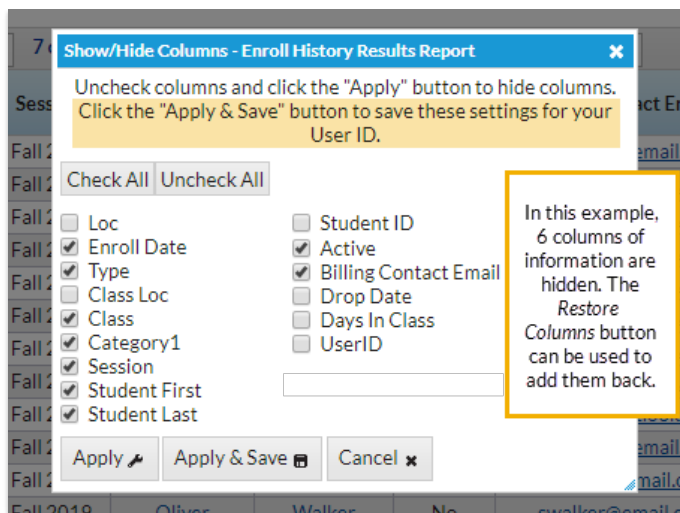
- Select **Apply** to have these selections applied to only the report you are currently viewing.

- Select **Apply & Save** to have these selections applied and saved for your User ID. When logged in as your User ID, you will see only the columns of information you chose previously. Other Users will see the columns they selected and saved, which may differ from yours.

Jackrabbit defaults to tracking absences rather than attendance. If you are set up to track by attendance, this report gives you the option to view the Last Date Attended for the students. Refer to Track Absences or Attendance for more details.