Report on Trial Enrollments

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After a trial is completed, there are three report options that track trials:

- Drop History
- Enroll History
- Enrollment Detail

Select **Trial** as the *Enroll Type* in the *Search Criteria*.

If a trial does not become a student or was a no show, leave the *Enroll Type* as *Trial* and drop the student from the Class. Enter a drop reason (Example: *No Show*).

Report on trials that did not become students by using*Reports > Classes / Enrollments > Drop History Report*. Be sure to select*Enroll Type* = **Trial**.

Track students who enrolled from a trial by setting the *Enroll Type* on the in *Reports > Classes /* Enrollments > Enroll History and Reports > Classes / Enrollments > Enrollment Detail to **Trial - Enrolled**.