

Report/Track Dropped and Transferred Students

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Drop History Report

Located in the *Families/Students* and *Classes/Enrollment* sections of the *Reports* menu, the **Drop History Report** shows students who have been dropped from classes. Use the Search Criteria **Show Drops = Transfers** to report on only those students who were transferred out of a class and into another.

Drop History Report

ReturnSubmit

Search CriteriaFavoritesSave SettingsRefresh?

Search Drop history using search criteria below.
*By default, this report EXCLUDES: 1) drops resulting from a "Transfer" into another class, and 2) drops on/after end of class (Completed=Yes).

Tips:
*Check out the new Enrollment Detail Report which has many more options.
*To identify non-returning students (retention), set Current Student Status='Inactive with no future enrolls'.
*To search Future Drops, search on a Future Date.

Choose a filter from the Show Drops field: Drops Only, Completed Class, Transfers or All

Location: [v]
Show Drops: Drops Only [v]
Dropped From Date: 9/1/2014 [calendar] Through Date: mm/dd/yyyy [calendar]
Class Category1: [v]
Class Category2: [v]
Class Category3: [v]
Class Session: [v]
Dropped from Class: [text] Search Clear
Drops in classes with Instructor: [v]
Class Room: [v]
Enroll Type: [v]
Enrolled by User ID: [v]
Drop Reason: [v]
Drop User ID: [v]
Current Student Status: [v]
Submit

Setting the Dropped From and Through Dates in the future will report on future information

Select other appropriate search criteria as needed

Enrollment Detail Report

The **Enrollment Detail Report** has many options and is a powerful reporting tool for many types of enrollment reports, including drops and transfers. Explore the many search criteria available for creating customized reports.