

Mass Drop Students from a Class

Last Modified on 11/03/2020 12:34 am EST

Mass Drop is best used when a class is cancelled. If a class ends and is completed, is it a best practice to use the **Archive Class** function. To drop an entire class' enrollment:

1. From the Class record click the **Mass Drop** button.
2. Enter the **Drop Date**. This is the date the students will all be dropped from the class.
3. Select a **Drop Reason**.
4. In the *Completed?* drop-down select Yes if the class was actually completed. If the class was not completed leave at the default of No and the drop will be included in your Drop History.
5. Optionally, add a **Note**.

Class Mass Drop

! This will drop all students, including students with balances.
For a list of families with a balance, please see the Drop History Report

Drop Date: 10/25/2017

Drop Reason: Class Terminated

Completed?: No (counted as a Drop - appears on Drop History)

Note:

Save Cancel

The family's transactions are NOT affected - this is only to warn you that there are payments that need to be collected.

Jackrabbit class
Class: Tumbling - Sat - 11:30am
User: HELPCENTER

Return Save Changes Delete Help Send Idea

Class Roll Enroll Student Email/Text Class Enter Absences Post Class Transactions Copy Class Mass Drop Sizes/Measurements Archive Class

Summary Enroll List Drop List Absences Makeups Wait List Instructors Lesson Plan Skills/Levels Misc Costumes

#	Stu	Future Drop	User ID	Balance	
1	Dave				Dro Transfer
2	Holly R				Dro Transfer
3	Jenny				Dro Transfer
4	Maritza V				Dro Transfer
5	Emma V				Dro Transfer
6	Gordie				Dro Transfer

	Future Drop	User ID	Balance	
10/27/2017	helpcen		240.00	Dro Transfer