

Mass Drop Students from a Class

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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**.

The screenshot shows the Jackrabbit class management interface. The class being managed is 'Tumbling - Sat - 11:30am'. The 'Mass Drop' button is highlighted in the top navigation bar. A 'Class Mass Drop' dialog box is open, displaying a warning message: 'This will drop all students, including students with balances. For a list of families with a balance, please see the Drop History Report'. The dialog box contains the following fields:

- Drop Date: 10/25/2017
- Drop Reason: Class Terminated
- Completed?: No (counted as a Drop - appears on Drop History)
- Note: (empty text field)

At the bottom of the dialog box are 'Save' and 'Cancel' buttons. A yellow callout box points to the 'Drop Reason' field with the text: 'The family's transactions are NOT affected - this is only to warn you that there are payments that need to be collected.'

#	Student	Future Drop	User ID	Balance	Drop Transfer
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