

Edit a Student's Class Enrollment Date

There might be occasions when you need to update a student's enrollment date, perhaps to adjust an enrollment that came in through online registration or to fix administrative mistakes. Don't worry; we've got you covered!



In order to edit a student's class enrollment date, the User must have the *Edit Student's Class Enroll Date* permission in the *Students* category. To enable this permission, *Allow Future Enrollments* must be set to *Yes* in the *Organization Default Settings* (Gear icon > *Settings* > *General*). Learn more about [Permissions for Jackrabbit Users](#).

Individual student enrollment dates can be edited in two places in Jackrabbit.

Process Class Registrations Report

From the *Reports* menu, select **Find Reports**. Add the word process in the *Keyword Search* field to locate the **Process Class Registrations report**.

Select your desired *Search Criteria* and **Submit**. On the report results, use the **Pencil** icon to access the student enrollment you want to edit.

Process Class Registrations												
← RETURN		✉ EMAIL										
View 1 - 4 of 4		Print	Export	Refresh	27 columns hidden	Show/Hide Columns	Restore Columns					
	Registration Status	Registration Type	Student	Age	Class	Enroll Date	Enroll Type	Family/Acct	Primary Contact	Primary Contact Email	Registration Source	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
	New	Enrollment	Jordan Calderon	15	Cheer-Thurs 3pm	2/28/2024	Enrolled	Calderon	Gabrielle Calderon	gcalderon@email.com	Web Reg	More <input type="checkbox"/>
	New	Enrollment	Barbie Ager	11	Acro - Tues 7pm	2/28/2024	Enrolled	Ager	Holly Ager	hollyager41@gmail.com	PPortal	More <input type="checkbox"/>
	New	Enrollment	Katie Baldwin	8	Acro - Tues 7pm	2/27/2024	Enrolled	Baldwin	Donna Baldwin	dbaldwin@email.com		More <input type="checkbox"/>
	New	Waitlist	Emily Sanders	10	Tap - Tues 6pm	2/12/2024		Sanders	Joan Sanders	jsanders@email.com		More <input type="checkbox"/>

Class Record > Enroll List Tab

A student's enrollment date can also be edited from the *Class* record on the *Enroll List* tab.

Class Cheer-Thurs 3pm

[← RETURN](#) [SAVE CHANGES](#) [DELETE](#)

Class Roll

Enroll Student

Email/Text Class

Enter Absences

Absence/Attendance

Post Class Transactions

Copy Class

Mass Drop

Sizes/Measurements

Archive Class

Summary

Enroll List

Drop List

Absences

Makeups

Waitlist

Instructors

Lesson Plan

Skills/Levels

Misc

Costumes

Notes (0)

Resources (0)

Policy Groups (2)

Current Enrollment

View 1 - 1 of 1 [Print](#) [Export](#) [Refresh](#)

	Student	Gender	Age	BirthDt	Recital Participation	Medical	Absent	Enroll Date	Type	Future Drop
1	Jordan Calderon	Non-Binary	15 yrs	4/4/2008	Unassigned		0	2/28/2024	Enrolled	

The Rules

A student's enrollment date can affect many things, such as tuition billing when you use prorating or a student's attendance history. Because of this, some rules control when a User can edit an enrollment date.

The enrollment date:

- ✓ Can be edited for Registration Types *Enrolled* and *Trial*.
- ✓ Can only be edited to today's date or a date in the future.
- ✓ Can be edited for individual students only, not in mass.
- ✗ Can't be edited to a date that falls before a class' start date or after a class' end date.
- ✗ Can't be edited to a date that falls before a student's start date.
- ✗ Can't be edited to a date that falls after a future drop date.
- ✗ Can't be edited if there are attendance records associated with the student for the class.