

# Drop an Individual Student from a Class

Dropping a student from a class indicates the student is no longer attending/taking the class. A student is not considered in class on their drop date. Select a drop date after the last day the student will attend class and before the next scheduled class.



If a student has stopped attending one class to attend another class, use the [Transfer](#) link instead. If the class has ended and is completed [archive the entire class](#) (which drops enrolled students as part of the process) rather than dropping the students directly.

These practices will keep your drop history accurate and will allow you to easily differentiate between students who completed classes versus those that dropped out of the class prior to completion.

---

To accommodate different workflows, a student drop can be completed using the **Drop** link located:

- In the *Class* record > *Enroll List* tab
- In the *Student* record > *Summary* or *Classes* tab
- In the *Family* record > *Classes* tab

## Drop a Student from a Class

The process to drop the student is the same regardless of where it is initiated. To illustrate the process, we'll work from the Class record.

1. Select the **Enroll List** tab in the *Class* record.

2. Click the **Drop** link for the student being dropped from the class.

**Class** Acro - Mon 6pm

[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 | Wait List | Instructors | Lesson Plan | Skills/Levels | Misc | Costumes | Notes (0) | Resources (0) | Policy Groups (0)

**Current Enrollment**

View 1 - 4 of 4 | [Print](#) | [Export](#) | [Refresh](#)

	Student	Gender	Age	BirthDt	Medical	Absent	Enroll Date	Type	Future Drop	User ID	Balance		
1	<a href="#">Barbie Ager</a>	Female	11 yrs	11/17/2011		2	12/1/2022	Enrolled		Jazzhandssand	30.00	<a href="#">Drop</a>	<a href="#">Transfer</a>
2	<a href="#">Austin Carter</a>	Male	12 yrs	5/31/2010		0	12/1/2022	Enrolled		Jazzhandssand	150.00	<a href="#">Drop</a>	<a href="#">Transfer</a>
3	<a href="#">Nadine Evans</a>	Female	17 yrs	9/18/2005		0	12/1/2022	Enrolled		Jazzhandssand	0.00	<a href="#">Drop</a>	<a href="#">Transfer</a>
4	<a href="#">Abigail Franklin</a>	Female	13 yrs	9/19/2009		0	12/1/2022	Enrolled		Jazzhandssand	-125.00	<a href="#">Drop</a>	<a href="#">Transfer</a>

3. Complete the information in the pop-up window:

- Enter the **Drop date** (defaults to current date), or a future date can be selected. Enter the drop date as the day after the last day the student will attend class.
- **Has this class been completed?** Select Yes if the student completed the class or No if they dropped before meeting all class requirements.
- Select a **Reason** for the drop.  
**Note:** Reasons can be customized in the Drop-down List Editor (from the *Gear icon > Settings menu > General > Drop-down Lists left menu > Student section*).
- Set **Email primary instructor?** to Yes to email details about the drop to the primary instructor. **Note:** The instructor must be listed as primary on the *Instructor* tab of the *Class* record and must have an email address in their *Staff* record.
- Add **Notes** if applicable. Notes are NOT visible in the Staff Portal or the Parent Portal. They are displayed on the *Classes* tab of the *Student* record, the *Drop List* tab of the *Class* record, and the Drop History report.
- Click **Drop**.

### Drop Student From Class

Student: Austin Carter  
Family: Carter  
Class: Acro - Mon 6pm

! This family has a balance: \$150.00.

**Drop date** \* 📅

**Has this class been completed?** \*

Yes  No

**Reason** \*

**Email primary instructor?**

Yes

CANCEL
DROP

4. Click **Drop** in the confirmation window to remove the student from the class.
  - When the enrollment date and future drop date fall within the same billing period, the confirmation window provides an option to delete the enrollment and tuition fee (if one had been posted with enrollment). Toggle to on and click **Drop** to complete the drop process.

The student is removed from the *Enroll List* tab of the *Class* record, and they now appear on the *Drop List* tab.

**Class Acro - Mon 6pm**

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 | Wait List | Instructors | Lesson Plan | Skills/Levels | Misc | Costumes | Notes (0) | Resources (0) | Policy Groups (0)

**Past Enrollment**

View 1 - 1 of 1 | Print | Refresh

Student	Enrolled	Reason	Dropped	Drop Reason	Comp?	Notes	User ID
<a href="#">Austin Carter</a>	12/01/22	Enrolled	12/27/2022	Changed Class	no		Jazzhandssandi

**Deleted Enrollments**

No Data Available | Print | Refresh

Student	Deleted	Method	Enrolled	Reason	Dropped	Drop Reason	User ID
---------	---------	--------	----------	--------	---------	-------------	---------

On the *Classes* tab of both the *Family* and the *Student* records, the enrollment is removed from the Current Enrollment section and moved to the Past Enrollment section, where details of the drop are displayed.

**Family Carter**

RETURN SAVE CHANGES DELETE

Make Sale/Post Fees | Payment/Credit | Refund | Statement | Add Student | Add Contact | Archive Family | Family Name | Email | Email Schedules | Submit Absences | Merge Family

Summary | Contacts | **Classes** | Events | Transactions | Billing Info | Misc | Notes (0) | Resources (0) | Policies (0)

View Past Enrollment History | Mass Drop Classes

**Current Enrollment**

View 1 - 3 of 3 | Print | Refresh

Student	Class	Session	Enroll Date	Type	Days	Room	Time	Dura	Instructor	Fee	By	Future Drop
<a href="#">Austin Carter</a>	<a href="#">Ballet - Mon 6pm</a>	Winter 2023	12/1/2022	Enrolled	M		6:00pm - 7:00pm	1:00	<a href="#">Ms. Dianne</a>	80.00	Jazzhandssandi	<a href="#">Drop</a>
<a href="#">David Carter</a>	<a href="#">Ballet - Mon 6pm</a>	Winter 2023	12/1/2022	Enrolled	M		6:00pm - 7:00pm	1:00	<a href="#">Ms. Dianne</a>	80.00	Jazzhandssandi	<a href="#">Drop</a>
<a href="#">David Carter</a>	<a href="#">Jazz - Tues 6pm</a>	Winter 2023	12/1/2022	Enrolled	Tu		6:00pm - 7:00pm	1:00	<a href="#">Ms. Dianne</a>	85.00	Jazzhandssandi	<a href="#">Drop</a>
Total:								3:00				

---

**Past 10 Enrollments**

View 1 - 10 of 10 | Print | Refresh

Student	Class	Session	Enroll Date	Type	Instructor	By	Drop Date	Reason	Comp?	Notes	By
<a href="#">Austin Carter</a>	<a href="#">Acro - Mon 6pm</a>	Winter 2023	12/1/2022	Enrolled	Livy W.	Jazzhandssandi	12/27/2022	Changed Class	no		Jazzhandssandi
<a href="#">David Carter</a>	<a href="#">Jazz - Tues 7om</a>	2022 Fall	11/22/2022	Enrolled	Dianne H.	Jazzhandssandi	11/28/2022	Class Archived	yes		Jazzhandssandi
<a href="#">David Carter</a>	<a href="#">Ballet - Mon 6pm</a>	2022 Fall	11/22/2022	Enrolled	Dianne H.	Jazzhandssandi	11/28/2022	Class Archived	yes		Jazzhandssandi



*If a class fee (such as a tuition fee) had been posted for the dropped class that is no longer due, you would need to go to the family's Transactions tab and delete or edit that transaction.*