

# Drop History Report

The **Drop History** report lists students who have dropped classes in the time frame designated in the Search Criteria. You can also run this report to show students who have transferred or completed classes.

This report can be found under the **Students** menu > **Student Reports**.

- ★ Run the report to identify future staffing needs.
- ★ Email to all, or select families directly from the report results, including archived families.
- ★ Includes students archived to the Lead File (after 11/11/2015) in the report results.

## Search Criteria

To find the classes students dropped, use the **Search Criteria**.

- Select a time frame in the Search Criteria.
- Search for a specific class using the **Search** link (**Dropped from Class**).
- Select **Drops Only**, **Completed Class**, or **Transfers** from the drop-down menu for **Show Drops**.
- Hold down the shift key to select all **Show Drops**, or **Ctrl** to select more than one from a list.

The screenshot shows the 'Drop History Report' search criteria form. At the top, there are 'RETURN' and 'SUBMIT' buttons. Below are several search criteria fields: 'Class Location', 'Show Drops' (a dropdown menu with 'Drops Only', 'Completed Class', and 'Transfers' options), 'Dropped From Date' (6/1/2023) and 'Through Date' (mm/dd/yyyy), 'Class Category1', 'Class Category2', 'Class Category3', 'Class Session', 'Dropped from Class' (with a search and clear button), 'Drops in classes with Instructor', 'Class Room', 'Enroll Type', 'Enrolled by User ID', 'Drop Reason', 'Drop User ID', and 'Current Student Status'. Two callout boxes provide instructions: one for the 'Show Drops' dropdown stating 'Hold down the shift key to select all; or Ctrl to select more than one from the list.' and another for the 'Dropped From Date' field stating 'To search for students scheduled to drop a class, select the Dropped From Date and leave the Through Date blank.'

## Report Results

Review the results and use the checkbox in the last column to select the students to email. Use the **Email** button to quickly generate an email to students in the report. **Show/Hide** the columns as needed. In this example, 9 columns are hidden.

- Use the active links in the report to go to a Class, Family, or Student record.
- Click the **Email All** checkbox to select all the students to email.
- Use the **Show/Hide Columns** button to change the columns.

**Drop History Report**

← RETURN   EMAIL

View 1 - 8 of 8   Print   Export   Refresh   9 columns hidden   Show/Hide Columns   Restore Columns

Drop Date	Class	Instructors	Family	First Name	Student Last Name	Email	Drop Reason	Enroll Date	Days In Class	Email All
8/11/2023	<a href="#">Ballet L1 - Tues 6pm</a>	Dianne H., William W.	<a href="#">Miller</a>	<a href="#">Candace</a>	<a href="#">Miller</a>	<a href="mailto:cmiller@email.com">cmiller@email.com</a>	Changed Class	7/11/2023	31	<input checked="" type="checkbox"/>
8/11/2023	<a href="#">Hip Hop L1 - Wed 7pm</a>	Dianne H.	<a href="#">Miller</a>	<a href="#">Candace</a>	<a href="#">Miller</a>	<a href="mailto:cmiller@email.com">cmiller@email.com</a>	Changed Class	7/11/2023	31	<input checked="" type="checkbox"/>
7/7/2023	<a href="#">Adult Tap - Mon 3:30pm</a>	Dianne H., William W.	<a href="#">Evans</a>	<a href="#">Gina</a>	<a href="#">Evans</a>	<a href="mailto:tavevans@email.com">tavevans@email.com</a>	Changed Class	6/1/2023	36	<input checked="" type="checkbox"/>
7/7/2023	<a href="#">Ballet L1 - Mon 7pm</a>	Dianne H., William W.	<a href="#">Evans</a>	<a href="#">Gina</a>	<a href="#">Evans</a>	<a href="mailto:tavevans@email.com">tavevans@email.com</a>	Class Too Easy/Hard	6/1/2023	36	<input checked="" type="checkbox"/>
8/23/2023	<a href="#">Tap L2 - Mon 7pm</a>	Dianne H.	<a href="#">Narcieq - ARCHIVED</a>	<a href="#">June</a>	<a href="#">Narcieq - ARCHIVED</a>	<a href="mailto:evl@jackrabbitech.com">evl@jackrabbitech.com</a>	Admin Error	8/23/2023	0	<input checked="" type="checkbox"/>
8/23/2023	<a href="#">Tumbling for Tots - Mon 3:30pm</a>	Livy W.	<a href="#">Narcieq - ARCHIVED</a>	<a href="#">June</a>	<a href="#">Narcieq - ARCHIVED</a>	<a href="mailto:evl@jackrabbitech.com">evl@jackrabbitech.com</a>	Admin Error	7/26/2023	28	<input checked="" type="checkbox"/>
7/7/2023	<a href="#">Cheer Ready - Fri 6pm</a>	Stephanie A., William W.	<a href="#">Newman</a>	<a href="#">Lindsey</a>	<a href="#">Newman</a>	<a href="mailto:pnewman@email.com">pnewman@email.com</a>	Changed Class	6/1/2023	36	<input checked="" type="checkbox"/>
7/7/2023	<a href="#">Tumbling L3 - Wed 7:30pm</a>	Livy W.	<a href="#">Zackmann</a>	<a href="#">Cindy</a>	<a href="#">Zackmann</a>	<a href="mailto:szackmann@email.com">szackmann@email.com</a>	Changed Class	6/1/2023	36	<input checked="" type="checkbox"/>

Use this button to **Show/Hide Columns** in the report.

Click the top checkbox to select all to email.

**Note:** Although archived families are included in this report, if there is no email address for the family in the Lead File, they must be restored to the main system, add the email address, and re-archive the family.



A history of emails sent from this report is kept in the Family record, Misc tab > View Sent Emails for 365 days.