Report on Trial Enrollments

After a trial is completed, there are three reports that track trials:

- **Drop History**
- **Enroll History**
- **Enrollment Detail**

Select **Trial** as the *Enroll Type* in the *Search Criteria*.

If a trial does not become a student or was a no show, leave the *Enroll Type* as *Trial* and drop the student from the Class. Enter a drop reason (Example: *No Show*).

Report on trials that did not become students by going to *Students (menu) > Student Reports > Drop History*. Be sure to select *Enroll Type =* **Trial.**

Track students who enrolled from a trial by setting the *Enroll Type* in *Students (menu) > Student Reports > Enrollment Detail* to **Trial - Enrolled**.