

Lesson #15 - Enrollment Reports

Reports

Jackrabbit offers great flexibility in reporting with over 100 reports for families, students, classes, staff, enrollment, financial information, and more!

These reports come in a few different formats.

Some reports are built to display in different output formats including PDF, Excel, and Word.

- These reports are customized using display settings. Select Excel or Word as the output format and use those programs to make any further customizations.
- Examples: [Deposit Slip](#) and [Paid Fees](#)

Learn more about [Report Output Formats](#).

Deposit Slip				
1/1/2021 - 6/30/2021				
Item #	Date	Chk#	Account(Billing Contact)	Amount
Pmt Method: Cash				
1	1/28/2021		Meza (Raymundo Meza)	165.00
Sub-total:				165.00
Cash total:				165.00
Pmt Method: Check				
2	5/11/2021	421	Ager (Holly Ager)	251.29
3	3/17/2021	1234	Bowden (Karsen Bowden)	65.00
4	3/16/2021	1234	Walker (Stephanie Walker)	48.38
Sub-total:				364.67
Check total:				364.67
Pmt Method: MC				
5	5/14/2021		Ager (Holly Ager)	150.50
Sub-total:				150.50
MC total:				150.50
Pmt Method: Visa				
6	5/14/2021		Ager (Holly Ager)	150.50
7	5/21/2021		Ager (Holly Ager)	194.50
Sub-total:				345.00
Visa total:				345.00
Refunds Total: 0.00				Net Total: 1,025.17
				# of Items: 7

There are many reports that display your data in a **Table** format. This format is gradually being updated to the Grid format (below).

- Tables are customized through sorting, showing or hiding columns, and more.
- Examples: [Family Balance Summary](#) and [Email Listing Report](#)

Learn more about [Working with Reports - Table Style](#).

Family Balance Summary

← RETURN ✉ EMAIL				
View 1 - 12 of 12 Print Export Refresh 5 columns hidden Show/Hide Columns Save Columns Restore Columns				
Family/Account	Billing Email	Balance	Balance As Of Today	Email All <input type="checkbox"/>
Bowden	kbowden@email.com	227.05	227.05	<input type="checkbox"/>
Newman	pnewman@email.com	0.00	0.00	<input type="checkbox"/>
Owers	dowers@email.com	0.00	0.00	<input type="checkbox"/>
Reimer	reimers@email.com	50.00	50.00	<input type="checkbox"/>
Shields	rshields@email.com	0.00	0.00	<input type="checkbox"/>
Turner	swalker@email.com	0.00	0.00	<input type="checkbox"/>
Unser	csmith@email.com	0.00	0.00	<input type="checkbox"/>
Verdejo	mverdejo@email.com	0.00	0.00	<input type="checkbox"/>
Walker	swalker@email.com	0.00	0.00	<input type="checkbox"/>
Wallace	wallacelyv@email.com	850.00	850.00	<input type="checkbox"/>
Xanders	txanders@email.com	0.00	0.00	<input type="checkbox"/>
Zackmann	szackmann@email.com	531.88	531.88	<input type="checkbox"/>
		1,658.93	1,658.93	<input type="checkbox"/>

New Jackrabbit reports are being created in a **Grid** format. Reports in table format will be gradually moved to grid format. The grids are robust and allow you to do much more with your data!

- Grids are customized by grouping your data, arranging the order of the columns, filtering for specific information, and more.
- Examples: [Student Detail Report](#) and [Staff Certifications](#)

Learn more about [Working with Reports - Grid Style](#)

Student Detail

[← RETURN](#)

Showing 61 of 61 Students [HELP WITH GRIDS](#)



Drag a column header and drop it here to group by that column

<input type="checkbox"/>	FIRST NAME	LAST NAME	BIRTH DATE	FAMILY NAME	CONTACT	ADDRESS
<input type="checkbox"/>	Olivia	Unger	Jan 17, 2004	Unger	Carol Smith	1158 Agnes Crescent
<input type="checkbox"/>	Livy	Wallace	Jan 18, 1985	Wallace	Livy Wallace	420 Fieldstone Crescent
<input type="checkbox"/>	Samantha	Brown	Feb 17, 2010	Brown	Janice Brown	3866 McFarlane Crescent
<input type="checkbox"/>	Sam	Campbell	Feb 17, 2012	Campbell	Katherine Campbell	6647 Georgia Street
<input type="checkbox"/>	Caroline	Clements	Feb 17, 2002	Clements	Alane Clements	1809 Santa Monica Commons
<input type="checkbox"/>	Angel	Wheeler	Mar 1, 2010	Wheeler	Carol Wheeler	1234 Main Street

« 1 2 » 50 Items per page

All reports can be accessed from the **Reports** (menu), which offers many options for finding reports. Customize your Reports menu by marking your most frequently used reports as *My Reports*. Learn more about [The Reports Menu](#).

For each option in the Main Menu (blue menu bar), you can use a link to access the related reports. For example, go to the **Staff** (menu) > **Staff Reports** to go to the *Staff* tab of the *Staff Reports* section.



Included with top-tier subscriptions, the Business Intelligence Dashboard (BID) is the ultimate report! You can upgrade and gain access to the BID for a nominal monthly fee. Learn how to [Streamline Data with the Business Intelligence Dashboard](#)

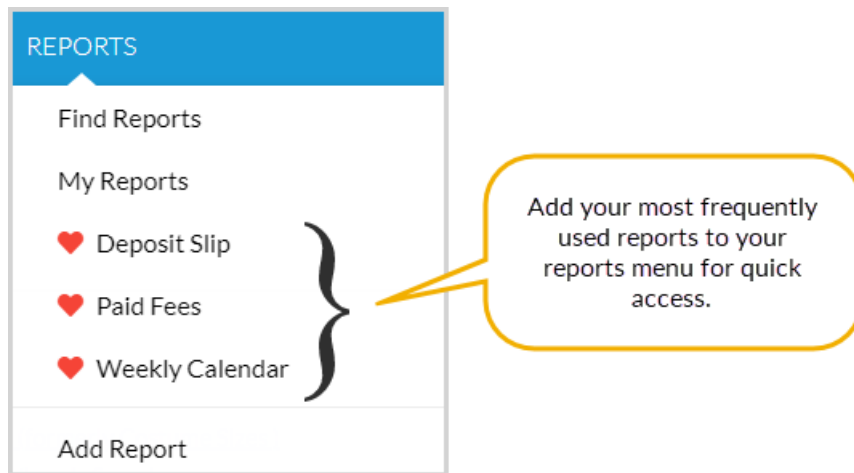
👉 [Click Here to Learn about the Various Reports](#)

👉 [Frequently Asked Questions](#)

[Expand/Collapse All](#)

The Reports Menu

Jackrabbit offers great flexibility in reporting with over 100 reports for families, students, classes, staff, enrollment, financial information, and more. All reports can be accessed from the *Reports* menu.



There are a few different ways for you to navigate through the reports to find the one you are looking for:

- **Report Categories & Tabs** Reports are organized into categories based on the area of Jackrabbit they relate to.
- **Find Reports** Search by keyword to locate your report.
- **My Reports** Customize your Reports menu to create quick and easy access to your most frequently used reports.

Expand/Collapse
All

☑ Report Categories & Tabs

☑ Find Reports

☑ My Reports ❤️

Work with Reports - Table Style

Many **reports in Jackrabbit** return results that are formatted in a table style.

Family Balance Summary

[← RETURN](#)[✉ EMAIL](#)

<div><div><div>Print</div><div>Export</div><div>Refresh</div><div>5 columns hidden</div><div>Show/Hide Columns</div><div>Save Columns</div><div>Restore Columns</div></div></div>				
Family/Account	Billing Email	Balance	Balance As Of Today	Email All <input type="checkbox"/>
Bowden	kbowden@email.com	227.05	227.05	<input type="checkbox"/>
Newman	pnewman@email.com	0.00	0.00	<input type="checkbox"/>
Owers	dowers@email.com	0.00	0.00	<input type="checkbox"/>
Reimer	reimers@email.com	50.00	50.00	<input type="checkbox"/>
Walker	swalker@email.com	0.00	0.00	<input type="checkbox"/>
Wallace	wallacelivy@gmail.com	850.00	850.00	<input type="checkbox"/>
Xanders	lxanders@email.com	0.00	0.00	<input type="checkbox"/>
Zackmann	szackmann@email.com	531.88	531.88	<input type="checkbox"/>
		1,658.93	1,658.93	<input type="checkbox"/>

These tables can be customized by sorting, showing or hiding columns, and more. Many of the tables offer column search fields allowing you to quickly locate the information you're looking for.

👇 Use Search Fields to Locate Information in Reports

[Expand/Collapse All](#)

👇 Sort Your Report Data Using Column Headers

👇 Button Options in Reports

👇 Show/Hide Columns



The table format is gradually being updated to a new, more powerful, grid format. All new reports in Jackrabbit will be created using the [grid format](#).

Work with Reports - Grid Style

Throughout Jackrabbit, you will see grids, which are sometimes referred to as tables. These grids display the data you have entered into Jackrabbit; they are incredibly robust - allowing you to group, sort, filter for specific information, and more. **Note: the features available in each grid throughout Jackrabbit may vary.**

Sample Grid

Staff Certifications 7 [MANAGE CERTIFICATIONS](#)

[← RETURN](#) 1

ALL STAFF CERTIFICATIONS Type: REQUIRED Names: 3 Items Names: CPR, First Aid, CPR - Infant/Child

Showing 7 of 16 Staff Certifications [HELP WITH GRIDS](#) 8 [Grid](#) [Send Message](#) [Refresh Grid](#) [Add New](#) [More](#)

[Export to Excel](#)

2 5 6

<input type="checkbox"/>	NAME	TYPE	FIRST NAME	LAST NAME	EMAIL	STAFF STATUS	CERT STATUS	CERTIF
Name: CPR								
<input type="checkbox"/>	CPR	REQUIRED	Stephanie	Andrew	andrew@gmail.com	Active	OVERDUE	Nov 1, 2
<input type="checkbox"/>	CPR	REQUIRED	Dianne	Harris	diharris@gmail.com	Active	EXPIRED	Aug 15,
<input type="checkbox"/>	CPR	REQUIRED	Dianne	Harris	dilinh@gmail.com	Active	CURRENT	Dec 4, 2
<input type="checkbox"/>	CPR	REQUIRED	John	Linton	jllintonjr@outlook.com	Active	OVERDUE	Dec 2, 2
Name: First Aid								
<input type="checkbox"/>	First Aid	REQUIRED	Stephanie	Andrews	standrews@gmail.com	Active	INCOMPLETE	

3 4 9

1 50 items per page

- 1 Breadcrumbs display the currently selected filters.
- 2 Drag and drop a column header into the grouping bar to group results.
- 3 Click a row menu to open action options for that row.
- 4 Page number displays up to 250 items per page.
- 5 When a column filter is applied, the column menu is highlighted in blue.
- 6 Column menu offers options to sort, display, and filter the data within the column (options in this menu vary depending on the grid).
- 7 Manage Certifications opens the Drop-down List Editor to edit (for the Certifications page only).
- 8 Adjust columns, Send Message, Refresh Grid, Add New icon (action icons available will vary between grids), More (varies by grid).
- 9 Slider shows more columns in the grid.

✓ **Group Your Data**

Expand/Collapse All

✓ **Sort and Filter Data in the Grid**

✓ **Take Action**

☑ Data Visuals



When you are working with the [All Families](#), [All Students](#), or [All Classes](#) grids, you can save all of your grid customizations as a favorite that you can make your default view. Learn how to [Save & Load Your Favorite View](#).

Favorites - Save your Report Criteria Selections

Saving the criteria for reports is a huge time saver and is available in most Jackrabbit reports. We refer to them as **Favorites** and they are used to store regularly used search criteria and display settings for reports. Favorites allow you to quickly recall your selections; there is no need for you to select the same criteria every time you run the report.

Favorites also contribute to your reporting accuracy and ensure consistent reporting. When you save your criteria selections as a Favorite you can create your reports quickly and with confidence, knowing that the same data is being pulled into the report each time it's run.

Create and name multiple Favorites with any combination of criteria and settings. A Favorite can be *Public* (shared with all User IDs) or *Private* (only available to the User ID that created the Favorite).

☑ Create a Favorite

Expand/Collapse
All

☑ Use a Saved Favorite

☑ Modify a Saved Favorite

☑ Delete a Saved Favorite

Report Output Formats

Many Jackrabbit reports can be viewed/saved in different output formats. If the report criteria/display page has a **Report Format** field, you can choose from several formats.

Report: Deposit Slip

[← RETURN](#)[✓ SUBMIT](#)[Search Criteria](#) [🔍 Favorites](#) [💾 Save Favorites](#) [✕ Refresh](#) [?](#)Location
ALL
EDU
SUPType
Payment (Credit)

Subtype

Payment Method
Amex
Bad Debt
Bank Draft

Date from 1/1/2021 through 6/30/2021

Recorded by User

Display Settings

Subheading

Show family name Yes

Show total by family No

Show each Transaction No

Show Refunds Yes

Show Notes No

Report format
PDF
Excel
HTML
Word
Text
Tiff[✓ Submit](#)

PDF

Portable Document Format is the standard for the exchange of documents across different formats. When a document is saved as a PDF file, it is converted to PDF, it looks the same way it would if you printed it. A PDF viewer, such as Adobe Reader, is required to view a PDF file.

Excel

Excel files are spreadsheet files and are generally used with Microsoft Excel.

HTML

Hypertext Mark-up Language is the standard language used to create web pages.

RTF

Rich Text Format is a document file format used by Microsoft products, such as Word and Office.

Text

Text Files generally are pure text with very little formatting. Files saved as .txt files can generally be read by any program that is capable of reading text.

Tiff

Tagged Image Format Files is most often used with graphic, image, and desktop publishing programs but can be used on any operating system.

Understand Enrollment Types

In the *Student record > Classes tab* you will see the enrollment type for the class. The drop-down list can be edited on the Drop-down List Editor page (*Gear icon > Settings > General > Drop-down Lists > Student > Enroll Type*). Some Enrollment Types (reserved) are the ones that Jackrabbit has created and cannot be deleted. You can create additional ones that match the needs of your business.

Enrollment Type	Description
Enrolled	If the student is currently enrolled in an <i>Active</i> class, their <i>Enroll Type</i> = <i>Enrolled</i> and Class(es) appear in the <i>Current Enrollment</i> section of the student's <i>Classes</i> tab.
Drop	The student did not complete the class. The student was dropped before the class was completed using the <i>Drop</i> link. This is considered a 'true drop' and will appear on the <i>Drop History Report</i> . If a student is dropped from a class, the class appears in the <i>Past Enrollment</i> section of the student <i>Classes</i> tab. Note: <i>It's important to archive classes (rather than drop students from class after it ends) so that reports will only display 'true' drops. See Archive Classes.</i>
Transfer	A student is considered transferred when they have been moved from one class to another. This creates a <i>Past Enrollment</i> record, but this is not considered a drop. It is treated as a <i>Transfer</i> and does not negatively reflect on the school/class/teacher and is excluded from the drop reports.

Trial	The ability to enroll in a class as a trial is a per-class option. When a student enrolls into a class on a trial basis, their <i>Enroll Type</i> = <i>Trial</i> . See Trial Enrollment .
Trial-Enrolled	If a trial student enrolls in a class, it is good practice to change the student <i>Enroll Type</i> to <i>Trial-Enrolled</i> . See Trial Enrollment .
Waitlist	<p>The student has been placed on the class waitlist. Technically, they are not enrolled in the class and a staff member must enroll them. Refer to Enroll a Student from a Waitlist for more details.</p> <p>The class will be listed in the Student record in the Waitlist section.</p>

Sample Student Record > Classes Tab

Student: Barbie Ager

SAVE CHANGES DELETE

Enroll | Email Schedules | Info Sheet | Absence/Attendance | Submit Absences | Mass Drop Classes | Statement

Family: [Ager](#) First Name: Barbie Middle Initial: Last Name: Ager

Summary | **Classes** | Events | Medical | Feedback | Skills/Levels | Sizes | Absences | Misc | Notes | Resources (0)

View 1 - 3 of 3 | Print | Refresh

Current Enrollment

Class	Session	Type	Days	Room	Time	Durat	Instructors	Fee	Enroll Date	Enrolled By	Transfer	Future Drop
Cheer Ready - Fri 6pm	Winter 2023	Enrolled	F	Floor B	6:00pm - 6:45pm	:45	Stephanie A., William W.	75.00	12/1/2022	helpcenter	Transfer	Drop
Tumbling L1 - Mon 6pm	Winter 2023	Enrolled	M	Floor A	6:00pm - 6:30pm	:30	Livy W.	70.00	12/1/2022	helpcenter	Transfer	Drop
Ballet L1 - Tues 6pm	Winter 2023	Trial	Tu	Studio B	6:00pm - 6:30pm	:30	Dianne H., William W.	70.00	12/1/2022	helpcenter	Transfer	Drop

Waitlist

View 1 - 1 of 1 | Print | Refresh

Class	Session	Entered On	Days	Times	Open	Current Size	Max Size	Wait	Future Drop	Future Enroll	Instructor	Notes
Hip Hop L2 - Thurs 7pm	Winter 2023	1/17/2023 3:09:05 PM	Th	7:00pm - 8:00pm	1	5	6	1			Dianne H.	Waitlisted - StudentEn

Past Enrollment

View 1 - 30 of 30 | Print | Refresh

Class	Session	Instructors	Enroll Date	Enrolled By	Type	Drop Date	Reason	Dropped By	Comp?	Notes
Ballet L1 - Tues 6pm	Summer 2022	Dianne H., William W.	6/1/2022	helpcenter	Enrolled	11/16/2022	Copy Session-Drop	helpcenter	yes	
Tumbling L1 - Mon 6pm	Summer 2022	Livy W.	6/1/2022	helpcenter	Enrolled	11/16/2022	Copy Session-Drop	helpcenter	yes	

Enrollment Type is column.

Did the student complete the class?

In the *Past Enrollment* section (*Student Classes tab*), the **Comp?** column indicates whether the student completed the class (**Yes**) or did not complete the class (**No**).

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.

Drop History Report

← RETURN
✓ SUBMIT

Search Criteria
🔍 Favorites
💾 Save Favorites
🔄 Refresh
?

Class Location
Show Drops

Drops Only
Completed Class
Transfers

Dropped From Date
6/1/2023
Through Date
mm/dd/yyyy

Class Category1
Class Category2
Class Category3
Class Session

Dropped from Class
🔍 Search
🗑 Clear

Drops in classes with Instructor
Class Room
Enroll Type
Enrolled by User ID
Drop Reason
Drop User ID
Current Student Status

Hold down the shift key to select all; or **Ctrl** to select more than one from the list.

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	Ballet L1 - Tues 6pm	Dianne H., William W.	Miller	Candace	Miller	cmiller@email.com	Changed Class	7/11/2023	31	<input checked="" type="checkbox"/>
8/11/2023	Hip Hop L1 - Wed 7pm	Dianne H.	Miller	Candace	Miller	cmiller@email.com	Changed Class	7/11/2023	31	<input checked="" type="checkbox"/>
7/7/2023	Adult Tap - Mon 3:30pm	Dianne H., William W.	Evans	Gina	Evans	tavevans@email.com	Changed Class	6/1/2023	36	<input checked="" type="checkbox"/>
7/7/2023	Ballet L1 - Mon 7pm	Dianne H., William W.	Evans	Gina	Evans	tavevans@email.com	Class Too Easy/Hard	6/1/2023	36	<input checked="" type="checkbox"/>
8/23/2023	Tap L2 - Mon 7pm	Dianne H.	Narcieq - ARCHIVED	June	Narcieq - ARCHIVED	evi@jackrabbitech.com	Admin Error	8/23/2023	0	<input checked="" type="checkbox"/>
8/23/2023	Tumbling for Tots - Mon 3:30pm	Livy W.	Narcieq - ARCHIVED	June	Narcieq - ARCHIVED	evi@jackrabbitech.com	Admin Error	7/26/2023	28	<input checked="" type="checkbox"/>
7/7/2023	Cheer Ready - Fri 6pm	Stephanie A., William W.	Newman	Lindsev	Newman	pnewman@email.com	Changed Class	6/1/2023	36	<input checked="" type="checkbox"/>
7/7/2023	Tumbling L3 - Wed 7:30pm	Livy W.	Zackmann	Cindy	Zackmann	szackmann@email.com	Changed Class	6/1/2023	36	<input checked="" type="checkbox"/>

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 database, 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.

Enroll History Report

The **Enroll History** report provides you with a list of students and the date each student was placed into a class, based on the filters (Search Criteria) you select.

You can find this report under the **Students** menu > **Student Reports**.

- ★ Generate a report of previously enrolled students who have not enrolled in a new class.
- ★ Identify inactive students using the filter for **Current Student Status**.
- ★ Send an email to all, or select students directly from the report results, including archived students in the Lead File (after 11/11/2015).

Search Criteria

Filter your list of students using any or all of the available Search Criteria, and Jackrabbit will compile a report of who meets ALL of the criteria chosen. In this example, we have selected a **Current Student Status of Inactive**.

- Set a time frame in the Search Criteria.
- Hold down the shift key to select all, or **Ctrl** to select more than one from the drop-down lists.

Enroll History Report

← RETURN ✓ SUBMIT

Search Criteria 🔍 Favorites 💾 Save Favorites ✕ Refresh ?

Search Enrollment history using search criteria below.
Tips: Also check out the new Enrollment Detail Report which has many more options. To identify non-returning students (retention), set Current Student Status="Inactive".

Location: (Select one or more by holding the CTRL key)
Room:
Enrolled From Date: Through Date:
Enroll Type (How Student was Enrolled): (Use to differentiate trials, transfers, etc from standard enrollment.)
Enrolled in Session:
Class Category1:
Class Category2:
Class Category3:
Enrolled in Class: Search Clear
Instructor(s):
Enrolled by User ID:
Current Student Status:
 Select **Inactive** so identify students who are no longer enrolled.

Hold down the shift key to select all or **Ctrl** to select more than one from the list.

Report Results

Review the results and use the checkbox in the last column to select the students to email. Click the *Email* button to quickly generate an email to all or the selected students in the report. A history of this email is kept in the *Family* record, *Misc* tab > *View Sent Emails* for 365 days.

- Use the active links in the report to go to a Class or Student record.
- **Show/Hide** the columns as needed. In this example, 8 columns are hidden.
- Report results can be further customized with the ability to sort columns, and modify column width.

Enroll History Report

← RETURN
EMAIL

Use this button to **Show/Hide Columns** in the report.
 Click the top checkbox to select all to email.

View 1 - 13 of 13
 Print
Export
Refresh
8 columns hidden
Show/Hide Columns
Restore Columns

Enroll Date	Class	Class Days	Class Start Time	Class End Time	Category1	Session	Student First	Student Last	Active	Billing Contact Email	Email All <input checked="" type="checkbox"/>
Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	Search	
6/1/2023	Adult Tap - Mon 3:30pm	M	3:30pm	4:30pm	Dance	Summer 2023	Gina	Evans	No	tayevans@email.com	<input checked="" type="checkbox"/>
6/1/2023	Ballet L1 - Mon 7pm	M	7:00pm	7:30pm	Dance	Summer 2023	Gina	Evans	No	tayevans@email.com	<input checked="" type="checkbox"/>
5/1/2023	Adult Tap - Mon 3:30pm	M	3:30pm	4:30pm	Dance	Spring 2023	Gina	Evans	No	tayevans@email.com	<input checked="" type="checkbox"/>
5/1/2023	Ballet L1 - Mon 6pm	M	6:00pm	6:30pm	Dance	Spring 2023	Gina	Evans	No	tayevans@email.com	<input checked="" type="checkbox"/>
5/1/2023	Ballet L1 - Tues 6pm	Tu	6:00pm	6:30pm	Dance	Spring 2023	Leslie	Brown	No	jbrownsenail@email.com	<input checked="" type="checkbox"/>
5/1/2023	Ballet L1 - Tues 6pm	Tu	6:00pm	6:30pm	Dance	Spring 2023	Lena	Campbell	No	kcampbell@email.com	<input checked="" type="checkbox"/>
5/1/2023	Sea Otters - Mon 5pm	M	5:00pm	5:30pm	Swim	Spring 2023	Lena	Campbell	No	kcampbell@email.com	<input checked="" type="checkbox"/>
5/1/2023	Tap L2 - Mon 7pm	M	7:00pm	8:00pm	Dance	Spring 2023	Lena	Campbell	No	kcampbell@email.com	<input checked="" type="checkbox"/>

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 database, add the email address, and re-archive the family.



Jackrabbit defaults to tracking absences rather than attendance. If you are set up to track by attendance, this report gives you the option to view the *Last Date Attended* by the students. Refer to [Track Absences or Attendance](#) for more details.

Enrollment Detail Report

The Enrollment Detail Report is extremely powerful and allows you to create multiple reports based on current and historical class enrollment. You can find this report under the *Students (menu) > Student Reports > Enrollment Detail*.

- ★ Spot enrollment trends effortlessly, enabling you to discover whether scheduling more popular classes will boost revenue.
- ★ Check enrollment by sessions, such as the summer session, to recognize seasonal trends.
- ★ Monitor retention by student or instructor.
- ★ Customize your report using the *Show/Hide Columns* button. Select from over 35 columns of available data.
- ★ ...and so much more!!!

- ☑ Filter Students Using Search Criteria
 - ☑ Select Display Settings
 - ☑ Report Results
 - ☑ Compare Enrollment from Session to Session
 - ☑ Analyze Retention by Instructor
-

Expand/Collapse
All

Enrollment Snapshot Reports

The Enrollment Snapshot 1 and 2 reports are not historical and only look at **current enrollment at the time the report is generated**. Each creates, in different formats, a snapshot of the current enrollment and includes current revenue (current size x tuition fee) vs. the maximum revenue (max size x tuition fee).

This report is intended to be a quick "snapshot" of your enrollment multiplied by the tuition fee. Any discounts, prorating, fixed fees, etc. are not included in the calculations of this report.

For a detailed look at class or event revenue, we recommend using the [Class/Event Revenue Summary Report](#).



Transfers that have taken place within the selected date range can inflate the enrollment number as it will show as enrollment on the initial class and the transferred class.

Enrollment Snapshot 1

[Return](#)

View 1 - 5 of 5				+ Show All		Print		Export		Refresh		Show/Hide Columns		Restore Columns	
	Category1	Session	Days	Class	Tuition Fee	Curr Size	Max Size	% Full	Future Enrolls	Future Drops	Cur Rev.	Max Rev.			
	Dance	Search		Search	Search	Search	Search		Search	Search	Search	Search			
1	Dance	Winter 2017	T	Barre - Tues - 6:30pm	95.00	3	3	<div></div>	0	0	285.00	285.00			
2	Dance	Winter 2017	Sa	Beg. Jazz - Sat - 12:30pm	95.00	5	8	<div></div>	0	0	475.00	760.00			
3	Dance	Winter 2017	M	Intro Ballet - Mon - 6pm	95.00	6	7	<div></div>	0	0	570.00	665.00			
4	Dance	Winter 2017	M	Int Jazz - Mon - 4pm	95.00	7	8	<div></div>	0	0	665.00	760.00			
5	Dance	Winter 2017	W	Int. Jazz - Thurs - 7pm	95.00	1	5	<div></div>	0	0	95.00	475.00			
						22	31				2,090.00	2,945.00			

Enrollment Snapshot 2

Class Name	Category2	Tuition	Curr Size	% of Cat1	Max Size	Current Revenue	% of Cat1	Max Revenue	Curr/Max
Location: JRHC									
Category: Dance									
Category2: Advanced									
Total for Category2:	Advanced		3		3	285.00		285.00	
# of Classes:	1								
Category2 % of Total:			14%						
Category2 Enroll %:			100%						
Category2: Beginner									
Total for Category2:	Beginner		11		15	1,045.00		1,425.00	
# of Classes:	2								
Category2 % of Total:			50%						
Category2 Enroll %:			73%						
Category2: Intermediate									
Total for Category2:	Intermediate		8		13	760.00		1,235.00	
# of Classes:	2								
Category2 % of Total:			36%						
Category2 Enroll %:			62%						
Total for Category:	Dance		22		31	2,090.00		2,945.00	71%
# of Classes:	5								
Category % of Total:			100%						
Category Enroll %:			71%						
Total for Location:	JRHC		22		31	2,090.00		2,945.00	
# of Classes:	5								
Location % of Total:			100%						
Location Enroll %:			71%						
Grand Total:									
			22		31	2,090.00		2,945.00	
# of Classes:			5						
Enrollment %: 71%									

QUIZ - Lesson #15 - Enrollment Reports

When you have worked through all of the articles outlined in the lesson, select the Take the Quiz button to be taken to the Lesson #15 Quiz where you can test your understanding of the concepts in this lesson. You will be asked to enter an email address for quiz results to be sent.

Quiz #15 - Enrollment Reports

TAKE THE QUIZ

Number of Questions	Total Possible Points	Points Needed for an "A"	Points Needed for a "B"	Points Needed for a "C"
9	17	15	13	11

- 📄 [Return to Supervisors and Managers Menu](#)
 - 📄 [Click here to review a related lesson \(Lesson #8 - Class Enrollment Management\)](#)
 - 📄 [Click here to provide feedback for this lesson](#)
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