

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](#).

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.



Editing an enroll date does not update any previously recorded fees associated with the original enroll date.

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		
New	Enrollment	Jordan Calderon	15	Cheer-Thurs 3pm	2/28/2024	Enrolled	Calderon	Gabrielle Calderon	gcalderon@email.com	Web Reg	More	
New	Enrollment	Barbie Ager	11	Acro - Tues 7pm	2/28/2024	Enrolled	Ager	Holly Ager	hollyager41@gmail.com	PPortal	More	
New	Enrollment	Katie Baldwin	8	Acro - Tues 7pm	2/27/2024	Enrolled	Baldwin	Donna Baldwin	dbaldwin@email.com		More	
New	Waitlist	Emily Sanders	10	Tap - Tues 6pm	2/12/2024		Sanders	Joan Sanders	jsanders@email.com		More	

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			