

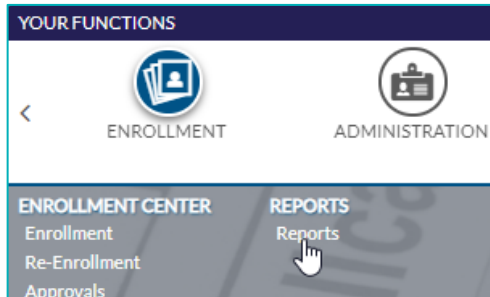


System Reports

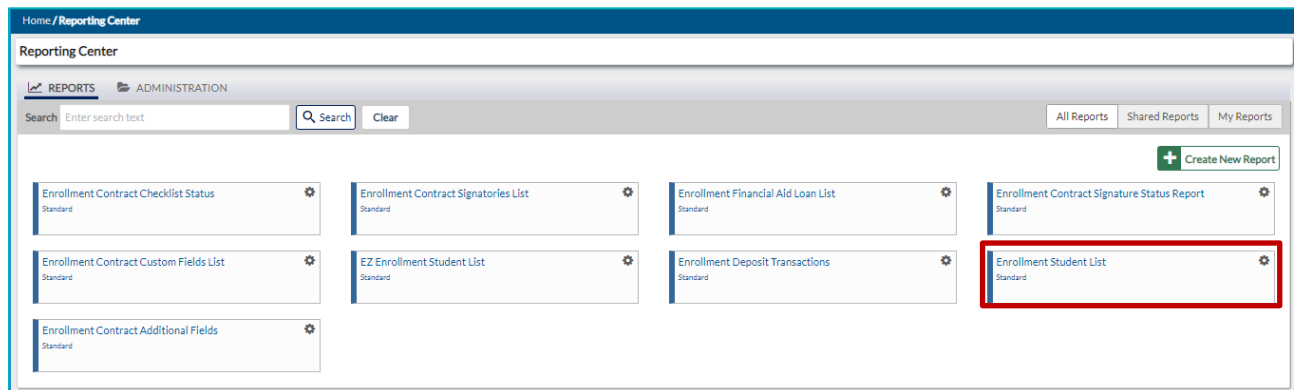
System Reports

Enrollment home page

- From Reports submenu, Select Reports



Reporting Center



The Reporting Center has a set of Enrollment related reports. Let's look at Student List

- Select Enrollment Student List (this may take a minute to load)

Enrollment Student List Report

Enrollment Student List 2019-2020

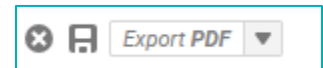
This Enrollment List report, by default, includes all prospective enrollees in the current year and groups them by the grades to which they are applying. You can filter these results down using the options on the panel to the left of this message. You can select the (All) option in a filter drop-down or uncheck all boxes to display All of the records. You can also customize the display of the data fields included in the table below by right-clicking on the desired field and adjusting any option.

Group: Grade PK

| ID | Student | School | Grade | Gender | Board/Day | Enrollment Status | Date Published | Date Received | Deposit Due | 1st Inst. Due | 2nd Inst. Due |
|----|--------------------------------|------------------------|-------|--------|-----------|-------------------|----------------|---------------|-------------|---------------|---------------|
| | [Student Name] | Early Childhood Center | PK | Female | Day | Accepted | 03/25/19 | | 04/01/19 | 07/01/19 | |
| | [Student Name] | Early Childhood Center | PK | Male | Day | Accepted | | | | 07/01/19 | |
| | [Student Name] | Early Childhood Center | PK | Male | Day | Enrolled | 03/25/19 | 04/02/19 | 04/01/19 | 07/01/19 | |
| | [Student Name] | Early Childhood Center | PK | Female | Day | Enrolled | 03/25/19 | 03/25/19 | 04/01/19 | 07/01/19 | |
| | [Student Name] | Early Childhood Center | PK | Female | Day | Accepted | | | | 07/01/19 | |
| | [Student Name] | Early Childhood Center | PK | Male | Day | Accepted | 03/25/19 | 04/08/19 | 04/01/19 | 07/01/19 | |
| | [Student Name] | Early Childhood Center | PK | Female | Day | Enrolled | 03/25/19 | 03/26/19 | 04/01/19 | 07/01/19 | |
| | [Student Name] | Early Childhood Center | PK | Male | Day | Accepted | | | | 07/01/19 | |
| | [Student Name] | Early Childhood Center | PK | Male | Day | Enrolled | 03/25/19 | 03/26/19 | 04/01/19 | 07/01/19 | |

- Use the filter options on the left to sort data as needed by:
 - Year
 - New or Returning
 - Division
 - Grade
 - Enrollment Status
 - Group By (sort list by group)
 - Sorts (Ascending or Descending order options)

- Icons (top left)
 - Use X to clear filters
 - Use Save to save filter set
 - Export options (Excel, PDF, RTF, CSV)

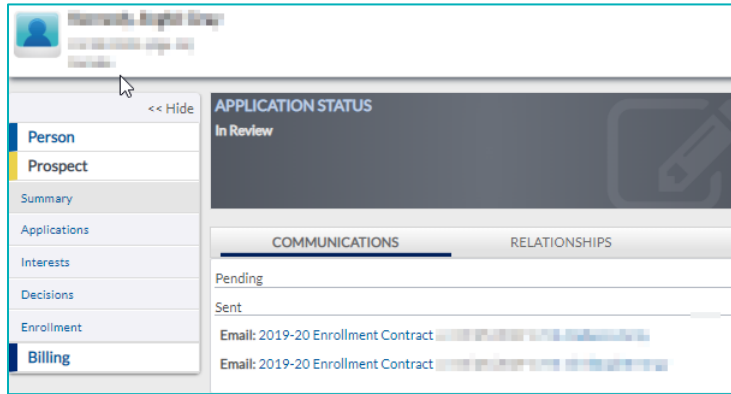


- Navigation (top right)
 - Use arrows to scroll through pages



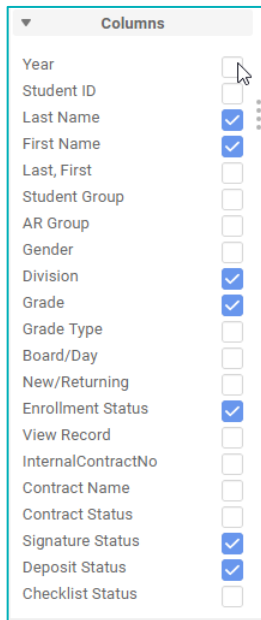
- Note that student names are live hyperlinks
 - Click on student name to go to Prospect Summary view





EZ Enrollment Student List

- Use Filters to create columns for export. Example: Upper School students on Hold



| EZ Enrollment Student List | | | | | | |
|----------------------------|------------|--------------|-------|-------------------|------------------|----------------|
| Last Name | First Name | Division | Grade | Enrollment Status | Signature Status | Deposit Status |
| [Redacted] | [Redacted] | Upper School | 9 | Hold Financial | | |
| [Redacted] | [Redacted] | Upper School | 11 | Hold | Partial | Yes |
| [Redacted] | [Redacted] | Upper School | 11 | Hold Financial | | |
| [Redacted] | [Redacted] | Upper School | 10 | Hold | | |
| [Redacted] | [Redacted] | Upper School | 12 | Hold Financial | | |
| [Redacted] | [Redacted] | Upper School | 10 | Hold | | |
| [Redacted] | [Redacted] | Upper School | 10 | Hold Financial | | |
| [Redacted] | [Redacted] | Upper School | 10 | Hold Financial | | |
| [Redacted] | [Redacted] | Upper School | 11 | Hold Financial | | |
| [Redacted] | [Redacted] | Upper School | 10 | Hold | No | No |

Enrollment Contract Signature Status Report



- Use Signature Complete filter

Signature Complete ✕

No

Partial

Yes

- Note: The Student Name is **Blue** indicating a hyperlink. Click to drill in to details

| Enrollment Contract Signature Status Report | | | | | | | | |
|---|----|--------------|-----------------|---------------------|---------------|-----------------------------|---------------|--------|
| Student | ID | Division | Grade | Enrollment Status | New/Returning | Board/Day | Student Group | Gender |
| Abington, Aaron | | Upper School | 9 | Enrolled | New | Day | | Male |
| Contract Name | | 161 | Contract Status | Signatures Required | All | Signature Complete? No | | |
| Standard Contract Template | | | Published | Support Support | Relationship | Signed Date | | |
| | | | | | Parent | <i>Not Signed</i> | | |
| Adams, Eric | | Upper School | 9 | Accepted | New | Day | | Male |
| Contract Name | | 144 | Contract Status | Signatures Required | All | Signature Complete? Partial | | |
| Standard Contract Template | | | InProgress | Signatory Name | Relationship | Signed Date | | |
| | | | | Frances Adams | Mother | <i>Not Signed</i> | | |
| | | | | Jeremy Adams | Parent | 09/27/2018 | | |
| | | | | Jonathan Adams | Grandfather | 09/25/2018 | | |
| Total for Grade 9: 4 | | | | | | | | |
| Evans, Olivia | | Upper School | 12 | Accepted | New | Day | | Female |
| Contract Name | | 170 | Contract Status | Signatures Required | All | Signature Complete? No | | |
| Standard Contract Template | | | InProgress | Signatory Name | Relationship | Signed Date | | |
| | | | | Brittany Evans | Parent | <i>Not Signed</i> | | |
| | | | | Robert Evans | Parent | <i>Not Signed</i> | | |
| Total for Grade 12: 2 | | | | | | | | |
| Adams, Jacob | | Lower School | 1 | Accepted | New | D | | Male |
| Contract Name | | 97 | Contract Status | Signatures Required | One | Signature Complete? No | | |
| Standard Contract Template | | | Published | Signatory Name | Relationship | Signed Date | | |
| | | | | Ricky Bobby Adams | Father | <i>Not Signed</i> | | |
| | | | | Frances Adams | Mother | <i>Not Signed</i> | | |
| Davis Jr, Daniel | | Lower School | 1 | Wait List | New | D | | Male |