Enrollment Status

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Tool Search: Enrollment Status Report

The **Enrollment Status Report** displays all enrollment information for a certain student within a certain calendar. If a student is enrolled, and then leaves the district but moves back, both enrollments are included on the report.

> **BIE users**: Select the BIE version of this report which reports data based on BIE Start and End Status values.
>
> **Kentucky users**: This report SHOULD NOT be used to find students with a start status of No Show. Instead, use the [Dropout Report](#).

Enrollment Status Report

See the Student Information Reports Tool Rights article for the tool rights needed to generate this report.

Report Editor

The following information defines the fields available on the Enrollment Status Report.

Options	Description

Options	Description
Student Selection	Select students either by a **Grade level** or an **Ad hoc Filter**. • All grade levels served in the district are listed for selection. If generating the report for all elementary schools in the district, for example, leave the Grade selection at All Students. • Selecting an Ad hoc Filter returns only those students included in the filter who meet the other criteria selected on the report. Enrollment date ranges (**Enrollment Add Date**, **Enrollment Drop Date**) are used to further narrow the students included in the report. These dates are not needed to generate the report, but could be helpful when a report is needed to see enrollment gains and losses for a particular period of time. The report can also be generated using just Enrollment Add Dates or only Enrollment Drop Dates. Dates are entered in *mmddyy* format or can be chosen by selecting the calendar icon.
Display Options	The following options can be included in the report. • **Start Date -** lists the student's enrollment start date. • **End Date -** lists the student's enrollment end date. • **Gender Identity** - lists the student's preferred gender as noted on the student's Identity Record in the Gender field (not the Legal Gender field available in the Protected Identity Information). When these options are NOT marked, the report includes just the student's name, student number, calendar of enrollment (includes enrollment start/end statuses) and grade level.
Sort Options	The report can be sorted one of three ways: • **Alphabetical** (by student last name) • **Grade level** (lowest grade level in the selected calendar first) • **Student Number** (lowest number assigned to the student first)
Calendar Selection	Select the calendar(s) to include on the report. The calendar selected in the Campus toolbar is automatically selected. The report can be generated for one school at a time, or a set of schools at a time (all elementary schools, for example). At least one calendar needs to be selected. It is recommended that users do not select all schools in the district at one time. Calendars can be listed by the Active Year, by School name or by Year.

Options	Description
Enrollment Statuses	Determine whether to use State Start and End Statuses or Local Start and End Statuses. This selection may change the list of available enrollment statuses. Then, select which Enrollment Statuses to include in the report. See the Enrollment End Status Setup and Enrollment Start Status Setup articles for information on using State or Local start/end statuses. When selecting start and statuses, note that the All option is automatically selected for both start and end statues. To see which students may have dropped enrollment for a particular reason, selecting just that particular end status may be helpful. Or, to see which students are enrolled in multiple schools, select just that start status. When generating the report for multiple calendars, it is helpful to choose specific statuses. **Attention Bureau of Indian Education Users** BIE users should select the **BIE** radio button at the top of the report editor in order to report BIE Start and End Status values. **Attention Kentucky Users** To see a list of students who have No Show as an enrollment status, use the Dropout Report.
Report Format	Select one of the following formats in which the report should generate: • PDF • CSV • HTML • DOCX

Generate the Enrollment Status Report

1. Select the students to include in the report by selecting either a **Grade** level or an **Ad hoc Filter**.
2. Select the calendar(s) to include in the report.
3. Enter an **Enrollment Add Date** range to find students who enrolled in the school AFTER the first day of school.
4. Enter an **Enrollment Drop Date** range to find students who dropped enrollment in the school BEFORE the last day of school.

5. Select the **Display Options** to include in the report.
6. Determine how the report should be sorted - **Alphabetical** by student Last Name, by ascending **Grade** level or by ascending **Student Number**.
7. Determine whether to use **State Start and End Statuses** or **Local Start and End Statuses**, then select the desired statuses to include in the report.
8. Select the desired **Report Format** to determine the format in which the report generates.
9. Click the **Generate Report** button. The report displays in the selected format.

When one calendar is selected, the left side of the report header displays the name of that calendar.

When more than one calendar is selected, the left hand side of report headers displays the name of the district. The selected calendars are listed on the right side of the report header.

21-22 High School	Student Enrollment Status Report
Generated on 03/09/2022 11:45:07 AM Page 1 of 1	Calendar: 21-22 HIGH All Grades Sort By Name Total Students: 2

Student/Address	Gender	Student Number	Calendar	Grade	Add Date	Drop Date
Student, Anders 4321 A Street, Any Town MN 55555	M	123456	2018-19 Franklin High School Start Status(00): Last year, public school, same district End Status(05): Moved out of MN	12	09/03/2018	09/03/2018
Student, Brianna 3219 Z Avenue, Any Town MN 55555	F	234567	2018-19 Franklin High School Start Status(00): Last year, public school, same district End Status(02): Transfer to another school in district	12	09/04/2018	09/14/2018
Student, Charles 219 C Road Any Town MN 55555	M	345678	2018-19 Franklin High School Start Status(00): Last year, public school, same district End Status(02): Transfer to another school in district	12	09/04/2018	09/14/2018
Student, Delia 987 D Blvd, Any Town MN 55555	F	456789	2018-19 Franklin High School Start Status(04): Last year, MN public school, other district End Status(99): Enrollment Status changed	12	09/17/2018	09/21/2018
Student, Everett 5644 E Trail, Any Town MN 55555	M	567890	2018-19 Franklin High School Start Status(00): Last year, public school, same district End Status(05): Moved out of MN	12	09/03/2018	09/03/2018

Enrollment Status Report - PDF Format

	A	B	C	D	E	F	G	H	I
1	School	Calendar	Student	Number	Address	Grade	State Start	State End Status	
2	High School	21-22 HIGH SCHOOL	Student, Anders	123456	4321 A Street Anytown, MN 55555	9	(02): Curre	(02): Trnsf-pub sch diff	
3	High School	21-22 HIGH SCHOOL	Student, Brianna	234567	3219 Z Avenue Anytown MN 55555	9	(02): Currently enrolled		
4	High School	21-22 HIGH SCHOOL	Student, Charles	345678	219 C Road Anytown, MN 55555	9	(02): Currently enrolled		
5	High School	21-22 HIGH SCHOOL	Student, Delia	456789	987 D Blvd N Anytown, MN 55555	11	(02): Currently enrolled		
6	High School	21-22 HIGH SCHOOL	Student, Everett	567890	56444 E Trail Anytown, MN 55555	10	(02): Currently enrolled		
7									

Enrollment Status Report - CSV Format

Student/Address	Student Number	Calendar	Grade	Start Date	End Date
Student, Anders 4321 A Street Anytown, MN 55555	123456	21-22 HIGH SCHOOL Start Status(02): Currently enrolled End Status(02): Trnsf-pub sch different ed agency/same state	09	08/01/2021	08/01/2021
Student, Brianna 3219 Z Avenue Anytown, MN 55555	234567	21-22 HIGH SCHOOL Start Status(02): Currently enrolled	09	08/26/2021	
Student, Charles 219 C Road Anytown, MN 55555	345678	21-22 HIGH SCHOOL Start Status(02): Currently enrolled	09	08/26/2021	
Student, Delia 987 D Blvd N Anytown, MN 55555	456789	21-22 HIGH SCHOOL Start Status(02): Currently enrolled	11	08/26/2021	
Student, Everett 5644 E Trail Anytown, MN 55555	567890	21-22 HIGH SCHOOL Start Status(02): Currently enrolled	10	08/26/2021	

Enrollment Status Report, No Gender Identity Display - HTML Format

Student/Address	Student Number	Calendar	Grade
Student, Anders 4321 A Street Anytown, MN 55555	123456	21-22 NS HIGH Start Status(02): Currently enrolled End Status(13): Transfer to home schooling	09
Student, Brianna 3219 Z Avenue Anytown, MN 55555	234567	21-22 NS HIGH Start Status(02): Currently enrolled End Status(13): Transfer to home schooling	09

Enrollment Status Report, No Display Options Included - DOCX Format