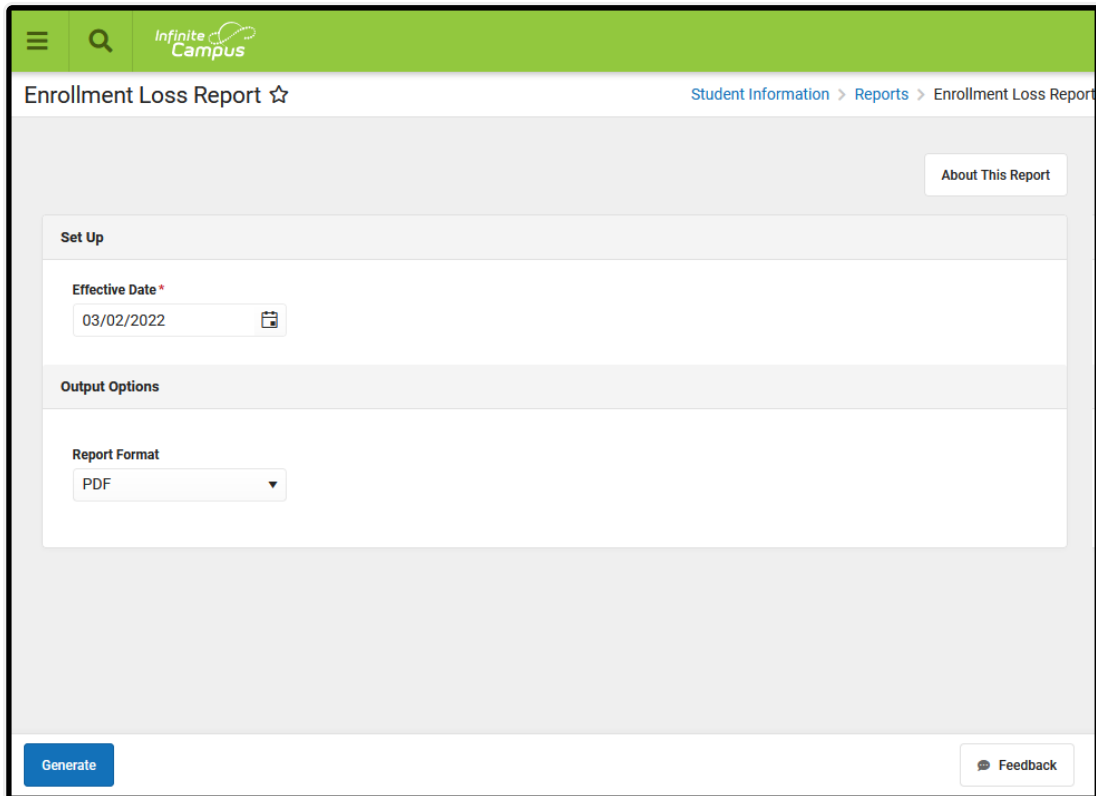# Enrollment Loss Report

Last Modified on 04/01/2025 1:26 pm CDT

Tool Search: Enrollment Loss Report

The Enrollment Loss Report provides a list of students who are no longer enrolled in the selected school as of the entered date.

Enrollment Loss Report

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

There may be situations where a student is currently enrolled in the school but does not have an enrollment in the same school for next year, such as:

- The student graduates to the next school level (not considered a loss for this report)
- The student is not returning to the district in the next year (no enrollment anywhere next year)
- The student has applied and been projected to be enrolled in a program in another school (magnet program)
- An override of some sort has been manually created and the student is manually enrolled in a

school other than the current one (manual enrollment)
- The student has moved and has been projected to be enrolled in a new school based on new school boundaries (moved)

Students who are not assigned a household address are not included in the report.

Students who have an Enrollment Grade Level Sequence of zero report at the end of the report. These grade levels might be preschoolers, 5th year seniors, adult education students, etc. These enrollments are not included in the Enrollment Roll Forward process.

> Submit feedback for the Enrollment Loss Report by clicking the **Feedback** button in the bottom right hand corner. This takes you to the Campus Community Enrollment Loss Report forum topic where you can add your suggestions for this report.

Generate the Enrollment Loss Report

1. Enter the **Effective Date** of the report. Students who have an active enrollment in the calendar selected in the Campus toolbar are included in the report.
2. select the desired **Report Format** - PDF or DOCX.
3. Click the **Generate Report** button. The report displays in the selected format.

Enrollment Loss Report - PDF Format

When there are no students who are considered a loss of enrollment, a statement of "No enrollments match the selection criteria." is printed on the report.

Report Layout

Element	Description	Location

Element	Description	Location
Grade	Lists the student's grade level of enrollment. *Alphanumeric, 3 characters*	Student Information > General > Enrollment > General Enrollment Information > Grade Level Enrollment.gradeLevel
Student	Lists the student's name from the current Identity record Last Name/First Name/Middle Initial order. This does NOT use the Legal Name or Legal Gender fields located in the Protected Identity Information section. *Alphanumeric, 60 characters*	Census > People > Identities > Identity Information > Last Name, First Name, Middle Name Identity.lastName Identity.firstName Identity.middleName
Student Number	Reports the student's locally assigned identification number *Numeric, 15 digits*	Census > People > Demographics > Person Identifiers > Local Student Number Person.studentNumber
R/E (Race/Ethnicity)	Reports the student's Race/Ethnicity code as noted on the active Identity record. The code assigned to the race/ethnicity selection reports. These codes vary by state. *Alphanumeric, 3 characters*	Census > People > Demographics > Identity Information > Race/Ethnicity Identity.raceEthnicity
G (Gender)	Reports the student's Gender as M (Male) or F (Female). In states that allow a third gender option (Non-binary, for example), only the values of M and F report. *Alphanumeric, 1 character (M or F)*	Census > People > Demographics > Identity Information > Gender Identity.gender
Address	Reports the student's household address that is marked as Mailing. *Alphanumeric, 50 characters*	Census > Addresses > Households > Address Location Detail > Mailing HouseholdLocation.mailing

Element	Description	Location
Zip	Reports the zip code of the household's mailing address. *Alphanumeric, 10 characters (XXXXX-XXXX)*	Census > Addresses > Address Information > Zip Address.zip
Proj Loc (Projected Location)	Reports the School Number of the school where the student would be enrolled in the next school year. This is based on the School Boundary assigned to the address. For example, a student is grade 08 at the Middle School would be promoted to grade 09 at the High School in the next school year. The School Number of the High School reports in that situation. When there is no School Boundary for an address, a value of XXX reports. *Numeric, 3 digits*	System Administration > Resources > School > State School Number School.number

Element	Description	Location
Loss Reason	Reports the reason for the loss of enrollment, as follows: • **No Enrollment** - An enrollment in the next school year was not found for the student. • **Magnet Program** - Next year's enrollment has a roll forward code indicating a school choice roll forward. • **Manual Enrollment** - Next year's enrollment has a blank roll forward code, meaning the enrollment record was created manually. • **Next Calendar Set on Enrollment** - Next year's enrollment has a roll forward code indicating a standard usage of the roll forward process. • **Moved** - A School Boundary entry was found for their primary address for the school in which they are enrolled in the future, and the boundary dates fall within the next year's calendar dates.	N/A