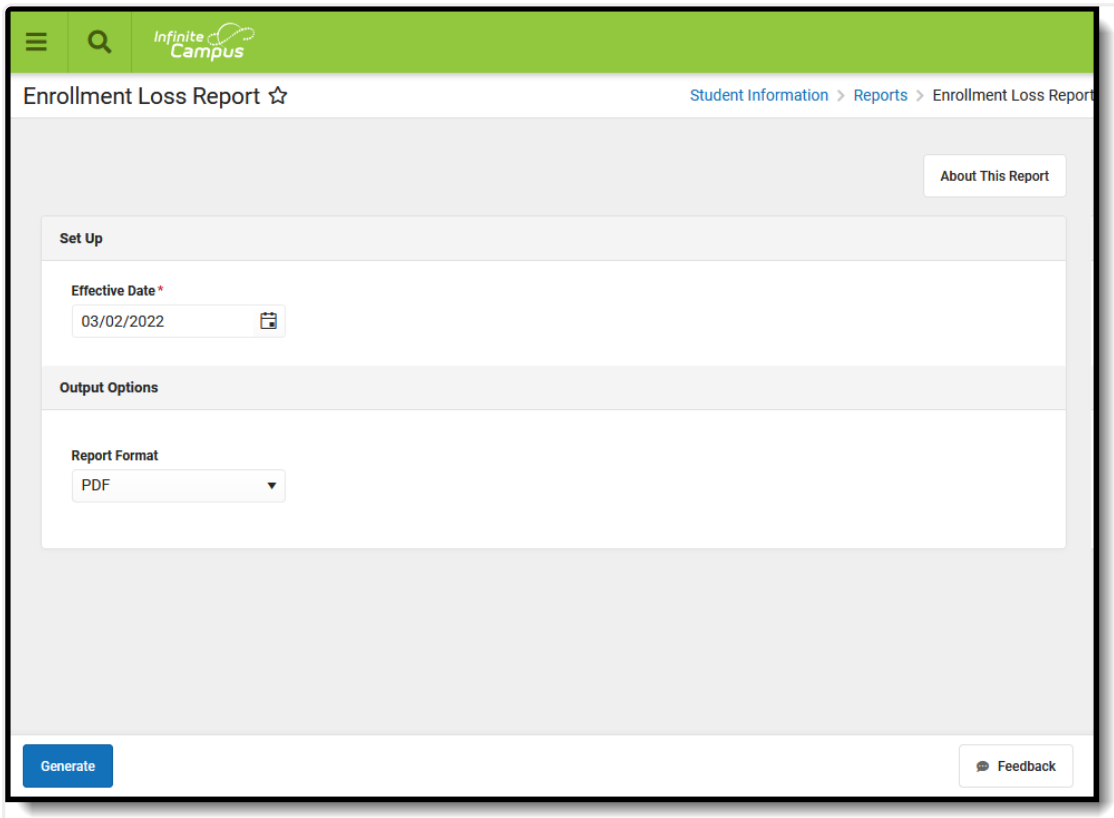
Enrollment Loss Report

Last Modified on 07/29/2026 11:40 am CDT

Tool Search: Enrollment Loss Report

The Enrollment Loss Report identifies students who are currently enrolled in a selected school but **DO NOT** have a primary enrollment in that same school for the following year. This helps schools track students who will not be returning.

Students who naturally graduate out of the school (i.e., they are in the highest grade level the school offers) are **not** considered a loss. The report specifically targets unexpected departures.



Enrollment Loss Report

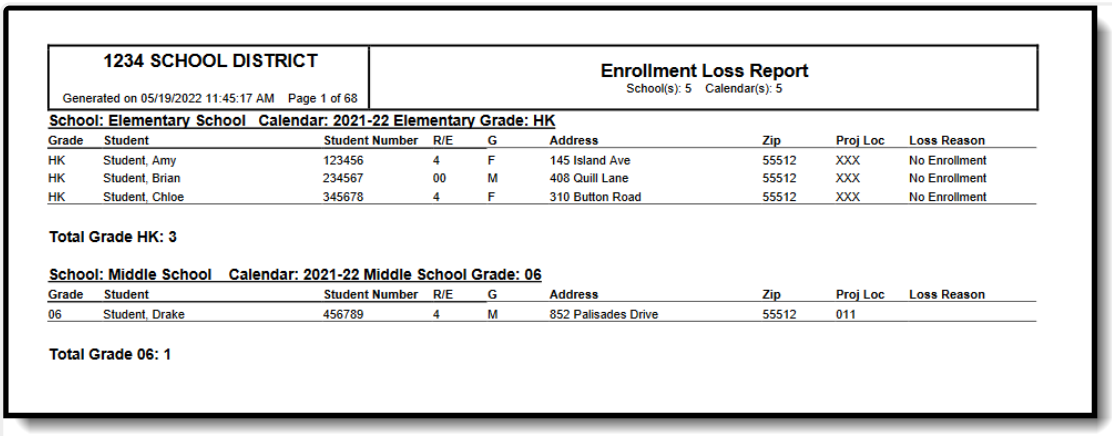
See the Student Information Reports Tool Rights article for the tool rights needed to generate this report.

Generate Enrollment Loss Report

Each school for which Enrollment Loss is being reported must have a calendar for next year in order for this report to identify currently enrolled students who do not have a primary enrollment

in the same school for the upcoming year.

1. Ensure that a **year** is selected in the Campus toolbar.
2. Select a **calendar** to run the report for that specific school calendar, or select All Calendars to run for all.
3. Enter the **Effective Date** of the report. Students who have an active enrollment on that date in the calendar selected in the Campus toolbar are included in the report.
4. select the desired **Report Format** - PDF or DOCX.
5. Click the **Generate Report** button. The report displays in the selected format.



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Enrollment Loss Report

School(s): 5 Calendar(s): 5

School: Elementary School Calendar: 2021-22 Elementary Grade: HK

Grade	Student	Student Number	R/E	G	Address	Zip	Proj Loc	Loss Reason
HK	Student, Amy	123456	4	F	145 Island Ave	55512	XXX	No Enrollment
HK	Student, Brian	234567	00	M	408 Quill Lane	55512	XXX	No Enrollment
HK	Student, Chloe	345678	4	F	310 Button Road	55512	XXX	No Enrollment

Total Grade HK: 3

School: Middle School Calendar: 2021-22 Middle School Grade: 06

Grade	Student	Student Number	R/E	G	Address	Zip	Proj Loc	Loss Reason
06	Student, Drake	456789	4	M	852 Palisades Drive	55512	011	

Total Grade 06: 1

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

This report shows totals per grade and per school/calendar combination. It is available in PDF, DOCX, or CSV format.

Element	Description	Location
School	School name and number	System Administration > Resources > School
Calendar	Calendar name and end year	System Administration > Calendar > Calendar Info
Grade	Lists the student's grade level of enrollment. *Alphanumeric, 3 characters*	Student Information > General > Enrollment > General Enrollment Information > Grade Level Enrollment.gradeLevel

Element	Description	Location
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 (current) Census > People > Demographics Identity.lastName Identity.firstName Identity.middleName
Student Number	Reports the student's locally assigned identification number *Numeric, 15 digits*	Census > People > Demographics 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.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.gender
Address	Reports the student's household address that is marked as Mailing. *Alphanumeric, 50 characters*	Census > People > Membership in Households HouseholdLocation.mailing
Zip	Reports the zip code of the household's mailing address. *Alphanumeric, 10 characters (XXXXX-XXXX)*	Census > People > Membership in Households Address.zip

Element	Description	Location
Proj Loc (Projected Location)	Projected Location — the school number where the student has a next-year primary enrollment at a different school. Shows "XXX" if no such enrollment exists. *Numeric, 3 digits*	Student Information > General > Enrollment System Administration > Resources > School > State School Number School.number
Loss Reason	Why the student is considered a loss (No Enrollment, Magnet Program, Manual Enrollment, Next Calendar Set On Enrollment, or Moved)	Derived from multiple sources: the next-year Enrollment's `rollForwardCode` (set by Enrollment Roll Forward or School Choice processing), the current enrollment's `nextCalendar` field (Student Information > General > Enrollment), and the SchoolBoundary / HouseholdLocation / HouseholdMember records (Census > Addresses > School Boundary; Census > People > Households) for the "Moved" determination

Loss Reasons

The report calculates a loss reason for each student based on the following logic, evaluated in order:

1. **"No Enrollment"** — The student has no primary enrollment at *any other school* for next year.
2. **"Magnet Program"** — The student's next-year enrollment at a different school was created via School Choice roll forward (`rollForwardCode = 'C'`).
3. **"Manual Enrollment"** — The student has a next-year enrollment at a different school, but the `rollForwardCode` is null, meaning someone manually created that enrollment.
4. **"Next Calendar Set On Enrollment"** — The student was rolled forward via standard roll forward (`rollForwardCode = 'R'`), and the next-year calendar matches the `nextCalendar` field that was set on their current enrollment.
5. **"Moved"** — The student's next-year enrollment at a different school matches a school boundary for their address, **AND** either their household membership **or** household location started after the current calendar's start date (suggesting a recent move).

Reporting Exceptions

- If none of these conditions match, the loss reason is left blank.

- Students without an active household address are excluded from the report.
- Students with 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.