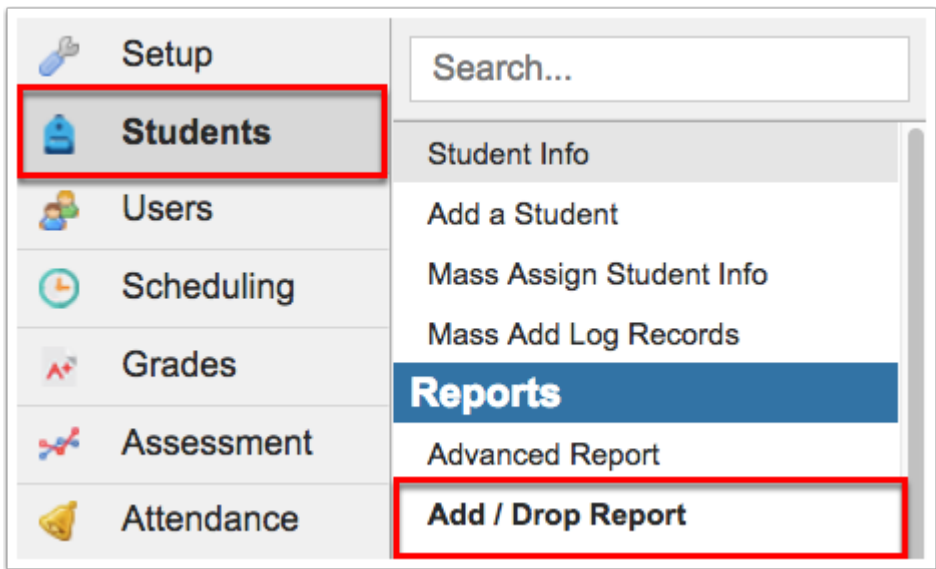


# Add / Drop Report

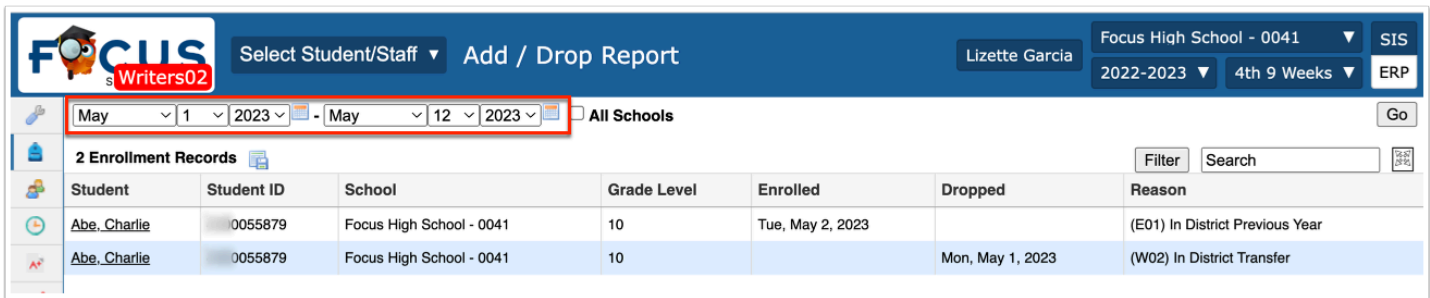
The Add / Drop Report is used to track students enrolled and students withdrawn during a set timeframe.

## Utilizing the Add / Drop Report

1. In the **Students** menu, click **Add / Drop Report**.



2. From the Add / Drop Report screen, set a time frame by clicking the **month**, **day**, and **year** pull-downs. You can also click the **calendar** icon to select a date.



3. If you have access to multiple schools, you can select the **All Schools** check box to pull data from all accessible schools.

Select Student/Staff
Add / Drop Report

Lizette Garcia
Focus High School - 0041
2022-2023
4th 9 Weeks
SIS
ERP

February
1
2023
-
May
12
2023
☒ All Schools
Go

3 Enrollment Records
Filter
Search

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	0055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
Abe, Charlie	0055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer
Harper, Eddie	0061968	Focus High School - 0041	09		Tue, Mar 21, 2023	(W21) W/D Due to being Expelled

4. Click **Go**.

Select Student/Staff
Add / Drop Report

Lizette Garcia
Focus High School - 0041
2022-2023
4th 9 Weeks
SIS
ERP

February
1
2023
-
May
12
2023
☒ All Schools
Go

3 Enrollment Records
Filter
Search

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	0055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
Abe, Charlie	0055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer
Harper, Eddie	0061968	Focus High School - 0041	09		Tue, Mar 21, 2023	(W21) W/D Due to being Expelled

The Add / Drop Report displays the Student name, Student ID, School, Grade Level, Enrolled date and/or Dropped date, and the Reason for the add or drop, such as (E02) Transferring from a public school out of district but in the state.

Select Student/Staff
Add / Drop Report

Lizette Garcia
Focus High School - 0041
2022-2023
4th 9 Weeks
SIS
ERP

February
1
2023
-
May
12
2023
☒ All Schools
Go

3 Enrollment Records
Filter
Search

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	0055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
Abe, Charlie	0055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer
Harper, Eddie	0061968	Focus High School - 0041	09		Tue, Mar 21, 2023	(W21) W/D Due to being Expelled

5. For detailed information about a specific student, click the name in the **Student** column.

**FOCUS Writers02** Select Student/Staff ▾ Add / Drop Report Lizette Garcia Focus High School - 0041 ▾ SIS 2022-2023 ▾ 4th 9 Weeks ▾ ERP

February ▾ 1 ▾ 2023 ▾ - May ▾ 12 ▾ 2023 ▾ ☒ All Schools Go

**3 Enrollment Records** Filter Search

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
Abe, Charlie	055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer
Harper, Eddie	061968	Focus High School - 0041	09		Tue, Mar 21, 2023	(W21) W/D Due to being Expelled

a. Clicking the student's name opens [Student Info](#); for information pertaining specifically to the student's enrollment, click the **Enrollment** tab.

**FOCUS Writers02** Abe, Charlie Noel ▾ Student Info Lizette Garcia Focus High School - 0041 ▾ SIS 2022-2023 ▾ 4th 9 Weeks ▾ ERP

**Enrollment** Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Save Print

Files SSS Choice Billing

Filter fields... **General Demographics** Print a Form/Letter ▾

Laptop Issue Date	Laptop Serial Number
Acknowledgement of Admissions... <input checked="" type="checkbox"/>	Application Complete <input checked="" type="checkbox"/>
Parent Requirements... <input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes	Parent Notes to Admissions
I understand that I am... <input type="checkbox"/>	Social Security
Is your child currently bein... <input type="radio"/> N/A <input type="radio"/> Yes	Will your child be attending... <input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes
Grade-levels Previously... ▾	Previously Retained <input type="checkbox"/>

Violation of the Law Explanation:

 For more information about Enrollment, see [Student Info: Enrollment](#).

## Additional Features

To export data to an Excel spreadsheet, click the **floppy disk** icon.

**FOCUS** Writers02 Select Student/Staff Add / Drop Report Lizette Garcia Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

February 1 2023 - May 12 2023 All Schools Go

3 Enrollment Records Filter Search

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
Abe, Charlie	055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer
Harper, Eddie	061968	Focus High School - 0041	09		Tue, Mar 21, 2023	(W21) W/D Due to being Expelled

Click the **Filter** button to add Filter Rules to the Add / Drop Report.

January 1 2022 - February 25 2022 All Schools Go

**FILTER RULES**  
 Grade Level Contains 09 Run Filter  
 Add Rule Clear Rules

6 Enrollment Records Filter Search

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Phillips	060349	High School	09	Feb 15, 2022		(R02) From Other Schl Same Dist
Phillips	058352	High School	09	Feb 15, 2022		(R02) From Other Schl Same Dist
Sargent	032706	High School	09		Jan 26, 2022	(W02) In District Transfer
Maso	003976	High School	09		Jan 14, 2022	(W3A) WD to public sch distr in FL
Johnson	005300	High School	09	Jan 6, 2022		(E02) Frm Public Sch out of Dis in State
Brown	065253	High School	09	Jan 6, 2022		(E02) Frm Public Sch out of Dis in State

a. Start by adding one rule, such as Grade Level Contains 09, as shown in the image. The first pull-down is the listed columns. The second pull-down is the rule, such as contains, equal, starts with, etc. Then enter the information you'd like to filter by in the text box.

b. Once set, click **Run Filter**.

c. Notice that you can also click the **Add Rule** link to add an additional filter.

d. You can clear the filter by clicking **Clear Rules**.

e. To remove just one rule/filter, click **Remove** next to each listed filter.

**FILTER RULES**

Remove Grade Level Contains 09 AND

Remove Student Run Filter

Add Rule Clear Rules

f. Select the applicable filter from the **AND/OR** pull-down if using more than once filter rule.

If looking for specific information housed within the resulting student information, type the information in the **Search** text box provided and press **Enter**.

May	1	2022	July	27	2022	<input checked="" type="checkbox"/> All Schools	Go
609 Enrollment Records							Filter <input type="text" value="transfer"/>
Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason	Relevance
Abott, Charlie	0082221	Focus High School - 0041	09		Sat, May 28, 2022	(W02) In District Transfer	
Acosta, Dexter	0086685	Focus High School - 0041	10		Sat, May 28, 2022	(W02) In District Transfer	
Acosta, Jerry	0081751	Focus Elementary School - 0311	01		Sat, May 28, 2022	(W01) In School Transfer	
Acosta, Samantha	0086498	Focus Elementary School - 0311	KG		Sat, May 28, 2022	(W01) In School Transfer	
Acosta, Sandra	0086684	Focus Elementary School - 0311	PK		Sat, May 28, 2022	(W01) In School Transfer	
Adams, Dalila	0087615	Adult Education - 9103	31		Sat, May 28, 2022	(W02) In District Transfer	
Adams, Ponyboy	0086404	Focus High School - 0041	09		Sat, May 28, 2022	(W02) In District Transfer	
Ages, Jennie	0077170	Focus Elementary School - 0311	02		Sat, May 28, 2022	(W01) In School Transfer	
Aguilar, Pastora	0077172	Focus Elementary School - 0311	02		Sat, May 28, 2022	(W01) In School Transfer	
Alanis, Patty	0086637	Focus Elementary School - 0311	KG		Sat, May 28, 2022	(W01) In School Transfer	

To make the list full screen, click on the **expansion** icon (four arrows). Once in full screen mode, click the icon again to exit full screen.

February	1	2022	February	25	2022	<input type="checkbox"/> All Schools	Go
7 Enrollment Records							Filter <input type="text" value="r02"/>
Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason	Relevance
Lewi	069691	High School	08	Feb 7, 2022		(R02) From Other Schl Same Dist	
Jone	059425	High School	10	Feb 7, 2022		(R02) From Other Schl Same Dist	
Phill	066146	High School	08	Feb 14, 2022		(R02) From Other Schl Same Dist	
Phill	058352	High School	09	Feb 15, 2022		(R02) From Other Schl Same Dist	
Phill	060349	High School	09	Feb 15, 2022		(R02) From Other Schl Same Dist	
John	076485	High School	07	Feb 18, 2022		(R02) From Other Schl Same Dist	
Flyn	069275	High School	08	Feb 22, 2022		(R02) From Other Schl Same Dist	

Click any of the headers to sort data. Click once for ascending results; click twice for descending results.

February	1	2022	February	25	2022	<input type="checkbox"/> All Schools	Go
9 Enrollment Records							Filter <input type="text" value="Search"/>
Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason	
Burge	067123	High School	08		Feb 15, 2022	(W24) W/D for Home Education	
Kres	075776	High School	07	Feb 3, 2022		(E02) Frm Public Sch out of Dis in State	
Lew	069691	High School	08	Feb 7, 2022		(R02) From Other Schl Same Dist	
Jone	059425	High School	10	Feb 7, 2022		(R02) From Other Schl Same Dist	
Phill	066146	High School	08	Feb 14, 2022		(R02) From Other Schl Same Dist	
Phill	058352	High School	09	Feb 15, 2022		(R02) From Other Schl Same Dist	