

# Enrollment Loss Report [.2124 - .2219]

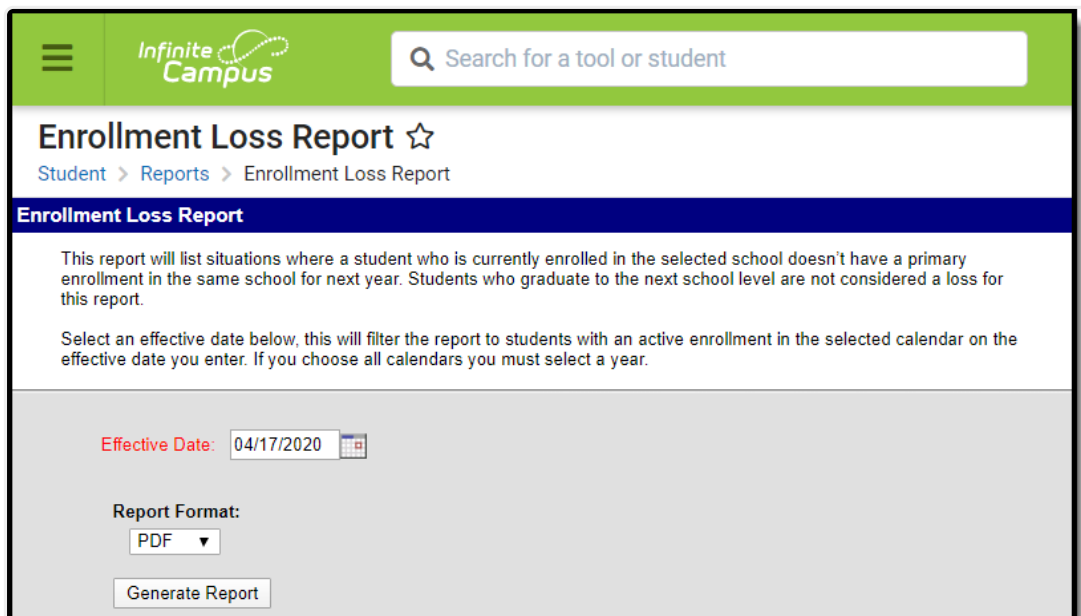
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You are viewing a previous version of this article. See [Enrollment Loss Report](#) for the most current information.

**Classic Path:** [Student Information](#) > [Reports](#) > [Enrollment Loss Report](#)

**Search Terms:** [Enrollment Loss](#)

The Enrollment Loss Report determines the amount of students who are no longer enrolled in the selected school and students who are enrolled in another school.



The screenshot displays the Infinite Campus web interface for the Enrollment Loss Report. At the top, there is a green navigation bar with the Infinite Campus logo and a search bar. Below the navigation bar, the page title is 'Enrollment Loss Report' with a star icon, and a breadcrumb trail reads 'Student > Reports > Enrollment Loss Report'. The main content area is titled 'Enrollment Loss Report' and contains the following text: 'This report will list situations where a student who is currently enrolled in the selected school doesn't have a primary enrollment in the same school for next year. Students who graduate to the next school level are not considered a loss for this report.' Below this text, there is a paragraph: 'Select an effective date below, this will filter the report to students with an active enrollment in the selected calendar on the effective date you enter. If you choose all calendars you must select a year.' The form includes an 'Effective Date' field with a calendar icon, currently set to '04/17/2020'. Below that is a 'Report Format' dropdown menu set to 'PDF'. At the bottom of the form is a 'Generate Report' button.

Image 1: Enrollment Loss 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.

## 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.

18-19 High School		Enrollment Loss Report						
Generated on 10/07/2019 04:54:05 PM Page 1 of 1		School(s): 1 Calendar(s): 1						
<b>School: High School</b>		<b>Calendar: 18-19 High School Grade: 10</b>						
Grade	Student	Student Number	R/E	G	Address	Zip	Proj Loc	Loss Reason
10	Student, Christian	123456	100	F	7556 Ocean Drive	95252	XXX	No Enrollment
10	Student, Robert	234567	700	X	P.O. Box 1855	95249	XXX	No Enrollment
<b>Total Grade 10: 2</b>								
<b>Total High School / 18-19 High School: 2</b>								

Image 2: Enrollment Loss Report Example - PDF

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Image 3: Enrollment Loss Report Example - DOCX