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| **Follow these steps to determine enrollment counts for a specific day**  |
| Begin in Student Management **Click:** Office (OF)**Click**: Attendance (AT)**Click**: Reports (RE)**Click:** Enrollment Report (ER) | C:\Users\MICAND~1\AppData\Local\Temp\SNAGHTML1938caa2.PNG |
| **Click:** Add**Template Settings:**   Name Template**Report Ranges:** **Student Key**: Default **Grade/Grad Yr**: Default Select Enrollment Date Include All Calendars and Include All Schools**Printing Options:** Select Printing Options.  To view all student names select Print Student Detail. If you just need an enrollment count, uncheck it. Save and Print |  |