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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 |  |