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# **Enrollment / Withdrawal Report**

User Guide

Last Updated May 26, 2017

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## 1 Introduction

This document describes in detail about the Enrollment/Withdrawal Report.

## 2 Enrollment/Withdrawal Report

Family Accounting → Reports → Enrollment/Withdrawal Report:

**>> Reports**

**Note:** The system generates reports in new pop-up windows. If your Internet browser pop-up blocker is turned on, the report will be blocked. To learn how to turn off the pop-up blocker or allow pop-up from our system, [click here](#).

**Family/Child Data**

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3. [Child Immunization / Physical Health Exam Report](#)
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*Reports Page*



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**Enrollment/Withdrawal Report**

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**Select Dates** Select a period ▼

**From** 
📅
**To** 
📅

**FTE/Count Calculations based on**

☒ Program  
☐ Primary Classroom  
☐ Secondary Classroom

**Family Status** All ▼

**Child Status** All ▼

**Report Type**

☒ Pdf
 ☐ Csv
 ☐ Html

Submit

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OCO 3.2
Today: May 26, 2017

### Enrollment/Withdrawal Report 1

This report will display the total number of children enrolled / withdrawn in that center. This also displays the Program count and Program FTE details.

The formula used in this report is:

1. Enrollments this period:

Formula: (Enrollment Date >= Start Date of report) and (Enrollment Date <= End Date of report)

Please Note:

- *Withdrawal date is NOT considered*
- *Enrollment date = Null is NOT considered*
- *Family and child statuses are NOT considered (i.e. both active and inactive will be counted)*

2. Withdrawals this period:

Formula: (Withdrawal Date >= Start Date of report) and (Withdrawal Date <= End Date of report)

Please Note:

- *Enrollment date is NOT considered*
- *Withdrawal date = Null is NOT considered*
- *Family and child statuses are NOT considered (i.e. Both active and inactive will be counted)*

3. Total Current Enrolled:

Formula: (Enrollment Date <= End Date of report) and [(Withdrawal Date = Null) or (Withdrawal Date > Start Date of report)]

Please Note:

- *Enrollment date = Null is NOT considered*
- *Withdrawal date = Null is considered*
- *Family and child status are NOT considered (i.e. Both active and inactive will be counted)*

4. Program Count:

Formula: All the children with the program are selected even if the Enrollment Start Date is null

5. FTE:

Formula for Week: Week is determined based on the end date. The “To” date on the filter page.

- Example 1: If the end date is 14-Mar-11 (Monday), FTE will be computed for Monday (14-Mar-11) to Friday (18-Mar-11)
- Example 2: If the end date is 19-Mar-11 (Monday), FTE will be computed for Monday (21-Mar-11) to Friday (25-Mar-11)

Partial FTE: FTE need to be counted only up to the child’s withdrawal date even though there is a full week schedule available.

- For example: Child’s schedule is Mon to Fri. Child’s withdrawal date is on Wed. In this case, FTE need to be calculated only up to Wed.

Please Note: *The FTE calculation in this report will be same in the Full-Time Equivalency Report, only if this report is generated for the current week.*

6. New Enrollment Details:

This section will list the details of the children who have enrolled during the report generation period.

7. Withdrawal Details:

This section will list the details of the children who have withdrawn during the report generation period.

## Enrollment / Withdrawal Report

Reporting Period : Current Month

Date From : 05/01/2017 To : 05/31/2017

FTE/Count Calculations based on: Program

Enrollment / Withdrawal #'s	Enrollments This Period	2
	Withdrawals This Period	1
	Total Current Enrolled	98
Count #'s	1s / Toddlers	12
	2s	18
	3s	6
	4s	24
	School Age	30
	Infants	7
	Pre K Program	1
	Program Unknown	0
FTE#'s Count	1s / Toddlers_FTE	10
	2s_FTE	16.8
	3s_FTE	4.76
	4s	22.7
	School Age_FTE	18.34
	Infants_FTE	6.3
	Pre K Program_FTE	1

### New Enrollment Details (05/01/2017 - 05/31/2017)

No	Family Account Key	Child Name	Enrollment Date	Tuition Billing	Frequency	Amount
1	MARY	Roger Mary	05/16/2017	1-New PS-FD/5Day	Weekly	155.90
				Subsidy Offset	Weekly	145.90
2	THOMPSON	James Thompson	05/16/2017	1-New Toddlers-FD/5Day	Weekly	176.41
				Subsidy Offset	Weekly	166.41

### Withdrawals Details (05/01/2017 - 05/31/2017)

No	Family Account Key	Child Name	Withdrawal Date	Child Status
1	ALEX	Andrea Alex	05/12/2017	Inactive