



Release Notes

Updating Procedure for Making Classes Inactive

General Overview

The purpose of this task is to clean up and prevent "active" enrollments in inactive classes by requiring all active enrollments to be dropped when making classes Inactive, and by adding an option to temporarily disable billing for specific classes.

How will this benefit me?

These changes will improve the accuracy of the information you see in the Office Portal related to student enrollments. Since we will no longer allow active enrollments in Inactive classes, a family or student's "enrollment" icon should never show as active unless that enrollment is in an Active class.

Adding an option to mark specific classes as a "Non-Billable Class" should address any scenarios where billing needs to be suspended on a temporary basis while retaining any enrollments attached to that class.

Where will I see these changes?

These changes will affect the Office Portal; in particular, the Classes page and the QuickEdit tool.

What is being changed/added?

iClassPro will no longer allow active enrollments in Inactive classes. If the status of a class is changed to Inactive then all currently active enrollments will be dropped, and any Waitlist enrollments or future enrollments will be deleted.

- Staff will have the ability to assign a Drop Date, select a Drop Reason, and add Drop Notes to be assigned to all active enrollments when making a class Inactive.
- There will also be an option to send a "Class Drop Enrollment" email to all active students.

We are also adding an option to disable billing for classes by marking them as a "Non-Billable Class." If a class is marked as "non-billable", enrollments in the class will be retained, but the system will not create tuition charges for the class when the Transactions > Class Tuition Charges task is run.

- If the "Non-Billable Class" option is enabled, you will also be able to define whether or not enrollments in the class be counted in the number of student enrollments when calculating multi-class/multi-student discounts.

On Monday, October 18, 2021, we will be running updaters to assign drop dates to any currently Inactive classes that have active enrollments attached. If you have any Inactive classes with active enrollments, you are encouraged to set them to Active status and mark them as a "Non-Billable Class" if you wish to keep the active enrollments.

- To help easily locate these classes, you can run a "Class List Report" (Reports > Classes > CLA-1), and select "Inactive" as the status. Any classes with active enrollments will reflect a positive value in the "Current Enroll" column.

How does this work with existing settings?

This enhances existing Class settings and updates the QuickEdit tool to allow these changes to be made en masse.