

Rising Fives

As you approach the start of the school term, you may find that you have students who attend day-time lessons but will not be able to attend at this time come September as they will be starting school.

Within SwimSoft we have a report which identifies these students to make it easier and more efficient for you to contact their parent/guardian to discuss a new class time going forward.

You can find this report by going to **Reports** on the Main Menu and then **Rising Fives** on the sub-menu.

Rising Fives					
	First Name	Surname	Date of Birth	Course Ref	Class Name
View CDS	Olivia	Andrews	2018-03-24 00:00:00	638	Stage 2
View CDS	George	Hamilton	2017-12-13 00:00:00	647	Richard's
View CDS	Bob	Ross	2017-09-12 00:00:00	640	Stage 1

The report will show as above; It includes the student's name, date of birth, course number and class type. From the report, you can click through to the CDS. The report will show students turning five in the upcoming school year, not the current.

Another way to view students turning a certain age is to go to **Courses** on the **Main Menu** and then press **Search**. Use the **Age** filter on the left-hand side of the page to define which age you wish to see, and press **Apply** when completed.

Configure Filter - Age

Students who will be turning ...

between

and

[Clear Filter](#)

[Apply](#)

[← Exit](#)

A list of courses will come up, containing the children who fit the age criteria. You can now send out an email to their parents/guardians by pressing the **Group Actions** button.

Select the **Send Email** option and you can free-type an email into the text box asking about the student and new time and day preferences for when they begin going to school.