

Family Record, Child Tab- More, Attendance

Last Modified on 03/12/2018 7:50 am EDT

From the family record, select the child tab. On the child tab the More option will display in a tabbed menu- select the menu, then select the Attendance option.

The screenshot displays a web interface for a family record. At the top, a header bar shows 'Beanstalk Family' with Family ID 323499, 1 Student(s), Regular Statement Type, and a Balance Outstanding of 25.00. Below this is a navigation menu with tabs: Summary, Family, Children, Parents, Third Party, Volunteers, Communication, Auto-Pay, Vacation, Financials, Receipts, and Merge. The 'Children' tab is active, showing a profile for 'Jack Beanstalk', Age 6. A 'More' dropdown menu is open, listing various options: Additional Information, Health, Incidents, Contacts, Sponsors, Information Record - PDF, Info Cards loaded, Daily Sheets, Daily Log, Attendance (highlighted with a mouse cursor), Manage Program Templates, Documents, CACFP, Registration - Excel, and Camps. A 'View Attendance' button is visible below the 'Attendance' menu item. The main content area shows 'Personal Information' fields: Last Name (Beanstalk), First Name (Jack), Middle Name, Preferred Name, Date of Birth (09/27/2011), and Gender (Male).

On the attendance screen, users can toggle between year by selecting the drop down menu in the For Year field.

Summary Family Children Parents Third Party Volunteers Communication Auto-Pay Vacation Financials Receipts Merge

Jack
Beanstalk
Age 6

Add Sibling

Admission/Personal Doctor/Health Program/Room Assignment Calendar View More

Attendance Information

For Year
2018

Attendance Vacation/Absent Calendar View

Actions

Attendance Details

Classroom	Check-In User	Check-In Time	Check-Out User	Check-Out Time	Code	# Hours Actual	Create Date
-----------	---------------	---------------	----------------	----------------	------	----------------	-------------

Once data displays select the Actions menu for export options.

Admission/Personal Doctor/Health Program/Room Assignment Calendar View More

Attendance Information

For Year
2017

Attendance Vacation/Absent Calendar View

Actions

Export Attendance List

Classroom	Check-In User	Check-In Time	Check-Out User	Check-Out Time	Code	# Hours Actual	Create Date
AM, Before School Care - DCW Transactional- Center 1	dcw_kgass	12/22/2017 7:54 AM EST			NORM	0:00	12/22/2017 7:54 AM EST
AM, Before School Care - DCW Transactional- Center 1	dcw_kgass	12/04/2017 7:00 AM EST	dcw_kgass	12/04/2017 8:30 AM EST	NORM	2:00	12/06/2017 1:36 PM EST
AM, Before School Care - DCW Transactional- Center 1	cgdemo	10/19/2017 12:16 PM EDT	CGTransaction:	10/19/2017 4:00 PM EDT	NORM	4:00	10/19/2017 12:16 PM EDT
AM, Before School Care - DCW Transactional- Center 1		09/28/2017 7:00 AM EST		09/28/2017 8:03 AM EST			09/28/2017 4:12 PM EST

Once this opens an excel record of the attendance detail will display.