

Family Record, Child Tab- More, Registration-Excel

Last Modified on 04/03/2018 8:33 am EDT

The Registration- Excel file displays a child's registration detail in excel format.

From the child tab of the family record, select the more menu- then select Registration- Excel.

The screenshot shows a web interface for a family record. At the top, there is a header for 'Doolittle Family' with details: Family ID 320241, 1 Student(s), Regular Statement Type, and a Balance Outstanding of 375.00. Below this is a navigation bar with tabs: Summary, Family, Children, Parents, Third Party, Volunteers, Communication, Auto-Pay, Vacation, Financials, Receipts, Merge. The 'Children' tab is active, showing a profile for 'Eliza Doolittle', Age 7. Below the profile are tabs for 'Admission/Personal', 'Doctor/Health', 'Program/Room Assignment', 'Calendar View', and 'More'. The '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, Manage Program Templates, Documents, CACFP, Registration - Excel (highlighted), Camps, Parent Managed Calendar, Reservation Weeks, and Download Transportation Profile. The 'Personal Information' section on the left includes fields for Last Name (Doolittle), First Name (Eliza), Middle Name, Preferred Name, Date of Birth (02/01/2011), Gender (Female), and Include in Directory (Yes).

The file will download and open in Excel-

Participant Information		Enrollment Start Date:	09/01/2017	Email Address:	
First:	Eliza	Middle:		Birth Date:	02/01/2014
Address:	224 Flower Lane	Apt.#:		City:	Doolittle
Home Phone:	734-111-1111			State:	MI
Home School:		Student ID:		Grade:	London
Resides With:		Following May Not Remove:		Language:	
Insurance Covered:	Y	Insurance Company:	Fleur Insurance		
Dentist:		Dentist's Address:		Dentist Phone:	
Doctor Name:	Dr. Fleur	Doctor's Address:	734-123-1234	Doctor's Phone:	
In Emergency Call:	Dad	Telephone Access Code:			
Parent/Guardian Information					
Guardian Name:	Henry Doolittle	Apt.#:		Email Address:	doolittle@cirrusgroup.com
Address:	1234 Flower Way	Work Phone:	333-333-3333	State:	MI
Home Phone:	222-222-2222	Best Address:		City:	London
Best Phone:				State:	--
Employer Name:				Zip:	48309
Employer Address:					
Guardian Name:	Mary Doolittle	Apt.#:		Email Address:	mary@cirrusgroup.com
Address:	1234 Flower Way	Work Phone:	555-555-5555	State:	MI
Home Phone:	222-222-2222	Best Address:		City:	London
Best Phone:				State:	--
Employer Name:				Zip:	48309
Employer Address:					
Health					
Infections:				ADD/ADHD:	
Convulsions:				Autism:	
Physical Conditions:	Gets tired easily.			Behavior Issues:	
Additional Conditions:				Special Care:	
Special Considerations:				Additional Support:	
Food Allergies:	Allergic to dust and peanut butter			Medications:	
Milk Allergies:				Participation Instructions:	
Special Food Needs:					
Medical Allergies:					
Environmental Allergies:					
Other Allergies:					
EPI-Pen:	N				
Asthma:	N				
Programs and Additional Enrollment					
AM, Before School Care at DCW Transactional- Center 1:MTWRF__ starting 2017-09-01					
Learn to Draw, Fall Session at DCW Transactional- Center 1: __W__ starting 2017-09-11					
Flexible Care, AM at DCW Transactional- Center 1:MTWRF__ starting 2018-05-07					
AM, Before School Care at DCW Transactional- Center 1:MTWRF__ starting 2018-06-01					
AM, Before School Care at DCW Transactional- Center 1:MTWRF__ starting 2018-07-01					
PM, After School Care at DCW Transactional- Center 1:MTW__ starting 2019-02-01					