

Attendance- Active Not Attending - PDF (Activity ID 632)

Last Modified on 04/23/2019 4:05 pm EDT

Report Description

A PDF report that displays the names of children that are actively enrolled in a classroom but have not recently attended or have never had any attendance recorded.

Number of days since last attended, is calculated based on the From Date used in the search criteria when creating the report.

Report Conditions

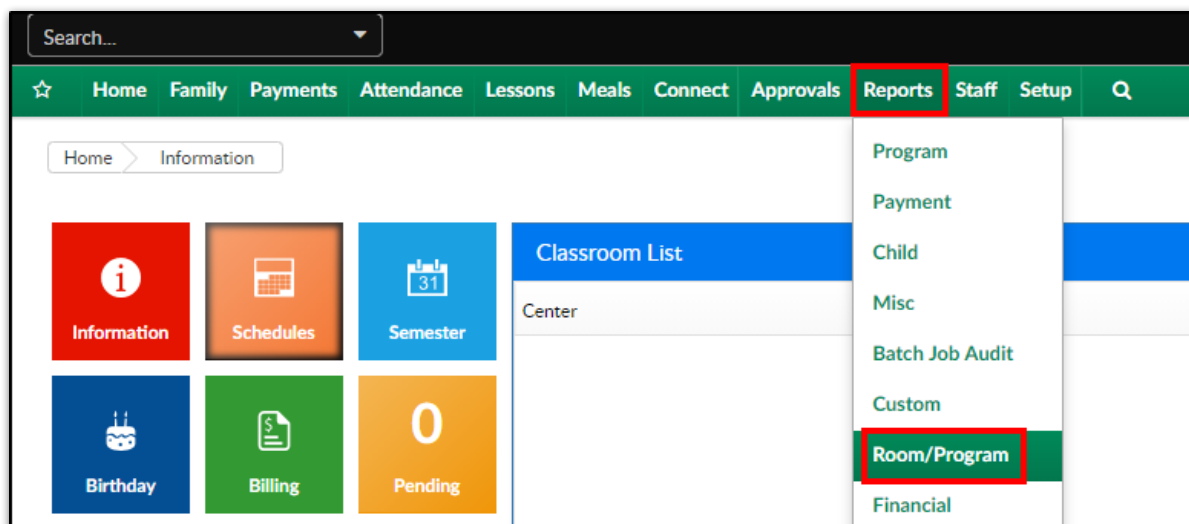
- The Center is not required; if the center is left blank, data will pull for all sites
- If the From Date is entered, the field will act as an "As Of" date and pull all data from the entered date until current

Sample Report

Click the report name to view a sample: [ActiveNotAttendingReport.pdf](#) 

Accessing the Report

1. From the Reports menu, click Room/Program

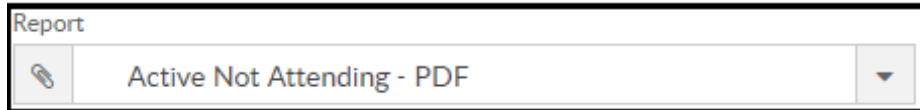


2. From the Report Category drop-down, select Attendance



A screenshot of a web application's 'Report Category' dropdown menu. The menu is open, showing a list of options with 'Attendance' selected. The text 'Attendance' is displayed in the center of the dropdown. To the left of the text is a small icon of three people. To the right is a downward-pointing arrow. The entire dropdown is enclosed in a black rectangular border.

3. Choose Active Not Attending - PDF from the Report drop-down



A screenshot of a web application's 'Report' dropdown menu. The menu is open, showing a list of options with 'Active Not Attending - PDF' selected. The text 'Active Not Attending - PDF' is displayed in the center of the dropdown. To the left of the text is a small icon of a document with a red X. To the right is a downward-pointing arrow. The entire dropdown is enclosed in a black rectangular border.

4. Select any necessary Search Criteria

- Center - select the business level or a center
- Category - select a category, if applicable
- Classroom - choose a classroom from the list, if applicable
- From Date - when the date is left blank, data will pull from the current week
- Brand - select a brand, if applicable
- Division - select a division, if applicable
- District - select a district, if applicable

5. Click Create Report

6. The requested report will open in PDF format.

DCW - Transactional
Active But Not Attending Report

Center: DCW Transactional- CENTER 1

Date: 04/16/2019

Note: This List Is Generated With An Effective Date Of 04/16/2019

Child Name	Schedule (SMTWRFS)	Last Attendance Date	Number of Days Since Last Attended
Peter Pan, Tinkerbell	MTWRF	05/10/2018	243
Oz, Dorothy		08/09/2018	178
Uptehill, Jill	MTWRF	08/09/2018	178
Doolittle, Eliza	MTWRF	08/22/2018	169
Brown, Stephanie		10/25/2018	123
Baggins, Bilbo		12/05/2018	94
Brave, Merida	MTWRF	12/05/2018	94
Giant, Jolly Green		12/05/2018	94
Miller, Carson	MWF	02/04/2019	51
Baggins, Frodo	MTW	02/12/2019	45
Giant, Clayton	MTWRF	03/18/2019	21
Frozen, Elsa		04/05/2019	7
Frozen, Anna	MTWRF	04/05/2019	7
Mergemore, Margeene	MTWRF	--	--
Miller, Steven		--	--
Miller, Stephanie		--	--
Salami, Ronni	MTWRF	--	--
Snowman, Frosty The	MTWRF	--	--
Test, Stephanie	MWF	--	--

Report Fields

- Center
- Child Name
- Schedule
- Last Attendance Date
- Number of Days Since Last Attended