

Attendance - Attendance Log - PDF (Activity ID 601)

Last Modified on 04/11/2019 3:46 pm EDT

Report Description

A daily attendance PDF log that displays the names of all children assigned to a particular classroom in a three column display.

The word 'In' next to a child means they are currently checked in to that room, the word 'Out' means they were checked in and out of that room.

This report also includes child birthday, total children checked in per class and total children checked in per center.

Report Conditions

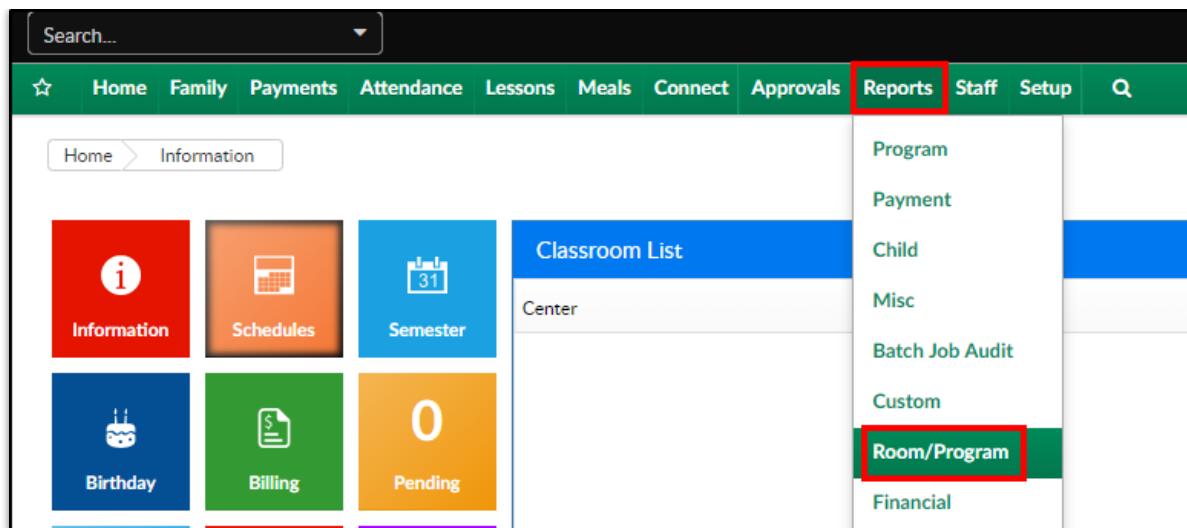
- The Center is not required; if the center is left blank, data will pull for all sites
- If only the From Date is entered, the field will pull all data for the week entered

Sample Report

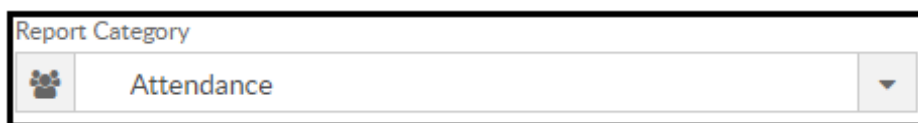
Click the report name to view a sample: [attendance_log.pdf](#) 

Accessing the Report

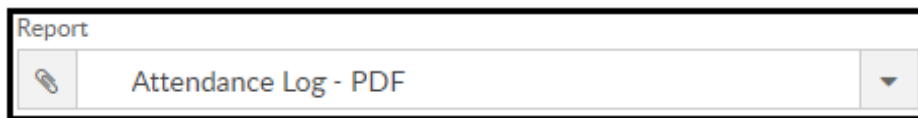
1. From the Reports menu, click Room/Program
-



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



3. Choose Attendance Log - PDF from the Report drop-down



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

5. Click Create Report

6. The requested report will open in PDF format.

Attendance Log

DCW Transactional- CENTER 1 445 S. Livernois Rochester, MI 48307		--- -- Mergemore, Margeene 04/03/2018 --- -- Miller, Stephanie 09/29/2017 Total: 0	
Date: 04/11/2019		Classroom: Preschool B Birthday --- -- Giant, Clayton 08/08/2008 Total: 0	
Classroom: AM, Before School Care (Recurring Billing Room, Monthly)	Birthday	Classroom: PM Latchkey Parent Managed Registration --- -- Miller, Stephanie 09/29/2017 --- -- Miller, Steven 05/13/2015 Total: 0	
--- -- Baggins, Frodo 10/12/2011 --- -- Cope, Aurora 09/13/2012 --- -- Giant, Clayton 08/08/2008 --- -- Salami, Ronni 09/05/2018 Total: 0		Classroom: New PM Registration Example --- -- Baggins, Bilbo 10/09/2018 --- -- Oz, Dorothy 09/27/2011 --- -- Test, Stephanie 03/15/2016 Total: 0 Grand Total: 0	
Classroom: PM, After School Care (Recurring Billing Room, Monthly)	Birthday		
--- -- Baggins, Bilbo 10/09/2018 --- -- Brave, Merida 09/19/2012 --- -- Frozen, Anna 12/31/2011 --- -- Frozen, Elsa 12/31/2010 --- -- Oz, Dorothy 09/27/2011 --- -- Snowman, Frosty The 12/31/2014 Total: 0			

Report Fields

- Classroom
- In/Out
- Students Name
- Birthday
- Total - students checked in classroom