Attendance- Child Attendance Detail - Excel (Activity ID 541)

This report provides a summary of child attendance for a given week and includes First and Last Name, Date and Time of Check in/Check out, as well as the username or PIN of the person who checked the child in or out. The report also shows Total Hours Actual and Total Hours Fractional.

This report is useful for verifying a child's attendance for billing purposes.

Important: This report can be used in the event the school is audited in relation to the COVID-19 relief funds received. The audit will require a daily attendance report for any given day. Daily Attendance Report job aid.

Required Fields: Business Level or Center Name

Note: **If From Date** and **To Date** are not selected, then the report will pull from the current week.

- Family Id: The family identification number for the student.
- Child Id: The child identification number for the student.
- First Name: The first name for the student in the classroom.
- Last Name: The last name for the student in the classroom.
- Center: The name of the center or center the student is enrolled in.
- Room: The name of the classroom or room/program the student is enrolled in.
- Time In: The time the student was enrolled into the classroom.
- Time In User ID: The name of the user that checked the child into the classroom.
- Time Out: The time the student was removed from the classroom.
- Time Out User ID: The name of the user that checked the child into the classroom.
- Total Hours: The total number of hours the student was enrolled in the classroom.
- Attendance Code: The attendance code for the student in the classroom.
- Create Date: this will show the date and time the check-in/out was logged in the system

Room Reports

Quick Search   [Report Name or Report Category] 🔍

Report Category
👥   Attendance ▾

Report
🔗   Child Attendance Detail - Excel ▾

A detailed report of the time a student entered and exited a classroom.

Search Criteria ▼

Center
🏛   -- ▾

Category
▦   -- ▾

Room
🏠   -- ▾

From Date
📅   01/02/2018

To Date
📅   06/01/2018

Agency
👥   -- ▾

Child Id
👤

Child Last Name
👤

Child First Name
👤

Family Id
👤

Family Name
👤

📄 **Create Report**

Report Example:

Date of Report: 11/06/2017				Child Attendance Detail Report							Central Falls
				Search Criteria							151 Hunt Street
				Date Range: 11/05/2017 - 11/11/2017							Central Falls, MI 0286
Family Id	**Child Id**	**Record #**	**First Name**	**Last Name**	**Center**	**Room**	**Date In**	**Time In**		Out	**Time Out User ID**	Tot
91774	114334		Test Account	Account	Central Falls	A Big Room	11/06/2017	0:48 AM EST	emccauley			
					Test Account Account Total							
23535	29665		Rob	Adams	Central Falls	A Big Room	11/06/2017	2:19 PM EST	1111			
					Rob Adams Total							
23535	29666		Mary	Adam	Central Falls	A BIG ROOM 2	11/06/2017	1:06 AM EST	1111	2:19 PM EST	1111	
					Mary Adam Total							
23535	29664	11	Jillian	Adams	Central Falls	A BIG ROOM 2	11/06/2017	8:43 AM EST	1111	1:06 AM EST	1111	
					Jillian Adams Total							
23535	34347		Billy	Adams	Central Falls	BC - After Care Rooms	11/06/2017	8:43 AM EST	1111	1:06 AM EST	1111	
23535	34347		Billy	Adams	Central Falls	BC - After Care Rooms	11/06/2017	2:20 PM EST	1111	2:20 PM EST	1111	
23535	34347		Billy	Adams	Central Falls	BC - After Care Rooms	11/06/2017	2:31 PM EST	Mshooks1			
					Billy Adams Total							
23535	34346		Theo	Adams	Central Falls	BC - After Care Rooms	11/06/2017	2:20 PM EST	1111	2:20 PM EST	1111	
23535	34346		Theo	Adams	Central Falls	BC - After Care Rooms	11/06/2017	2:31 PM EST	Mshooks1			
					Theo Adams Total							
98773	123154		Sammy	Baker	Central Falls	BC - After Care Rooms	11/06/2017	2:31 PM EST	Mshooks1			
					Sammy Baker Total							
315474	408658		Charles	Benning	Central Falls	BC - After Care Rooms	11/06/2017	2:31 PM EST	Mshooks1			
					Charles Benning Total							
130865	164709		Tom	Brady	Central Falls	BC - After Care Rooms	11/06/2017	2:31 PM EST	Mshooks1			
					Tom Brady Total							
229118	293515		Henry	House	Central Falls	BC - After Care Rooms	11/06/2017	2:31 PM EST	Mshooks1			
					Henry House Total							
101664	420254		testing	McTest	Central Falls	BC - After Care Rooms	11/06/2017	2:31 PM EST	Mshooks1			