

Attendance- Discharge Report - Excel (Activity ID 406)

Last Modified on 04/26/2019 4:26 pm EDT

Report Description

An Excel document that displays students who have been discharged for a center.

Report Conditions

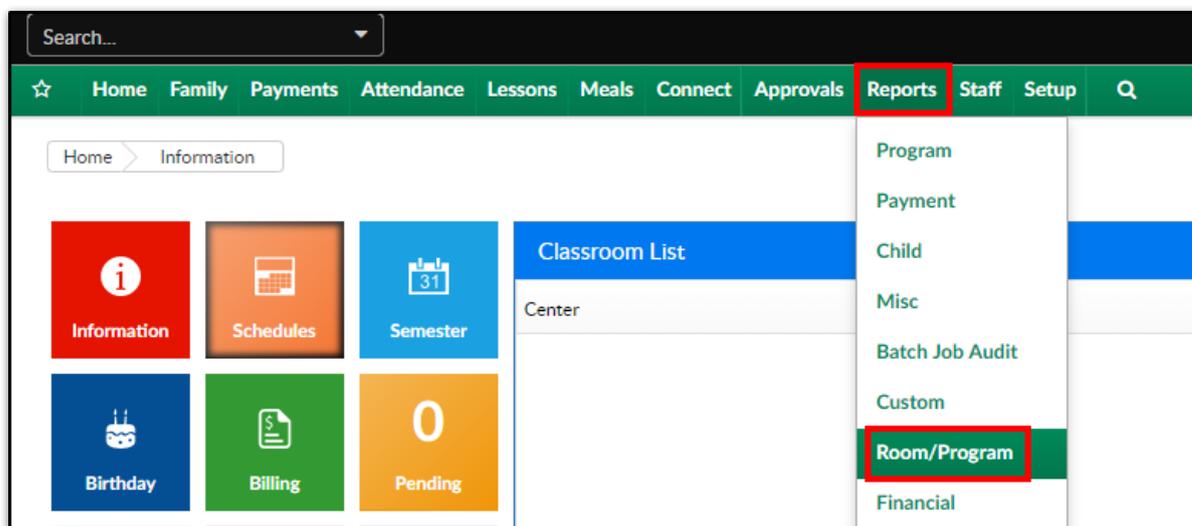
- N/A

Sample Report

Click the report name to view a sample: [discharge_report.xls](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



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

A screenshot of a 'Report Category' drop-down menu. The menu is open, showing the selected option 'Attendance' with a small group of people icon to its left and a downward arrow to its right.

3. Choose Discharge Report - Excel from the Report drop-down

A screenshot of a 'Report' drop-down menu. The menu is open, showing the selected option 'Discharge Report - Excel' with a document icon to its left and a downward arrow to its right.

4. Select any necessary Search Criteria

- Center - select the business level or a center
- Semester - choose the semester from the drop-down list, if applicable
- Category - select a category, if applicable
- Classroom - choose a classroom from the list, if applicable

5. Click Create Report

6. The requested report will open in Excel format.

Center Name	Family ID	Family Name	Child ID	Child First Name	Child Last Name	Funding Type	Discharge Date	Admission Date	Indicator
DCW Test School	336341	Jones Family	436471	William	Jones		05/25/2018	5/15/2017	Scheduled After Discharge.
DCW Test School	245942	Smith Family	315368	Corryn	Smith		08/29/2018	4/10/2017	Scheduled After Discharge.
DCW Test School	246123	Brown Family	315591	Abdullah	Brown		09/14/2018	3/3/2017	Scheduled After Discharge.
DCW Test School	335024	Walker Family	434722	Amelia	Walker		06/01/2018	3/31/2017	Scheduled After Discharge.
DCW Test School	334105	Olsen Family	433494	Declan	Olsen		05/31/2018	1/15/2017	Scheduled After Discharge.

Report Fields

- Center Name
- Family ID
- Family Name
- Child ID
- Child First Name
- Child Last Name
- Funding Type
- Discharge Date
- Admission Date
- Indicator