Attendance - Head Count Center -PDF (Activity ID 905)

Last Modified on 04/03/2019 12:13 pm EDT

Report Description

The Head Count Center report displays head count and student to staff ratio.

Report Conditions

• The data will pull for the week surrounding the date entered. For example, if 4/3 was entered, the data will pull for 3/31-4/6

Sample Report

Click the title of the report to view a sample: Head Count Center.pdf 🗞

Accessing the Report

1. From the Reports menu, click Room/Program

Search			•								
☆ Home	e Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff Setup	Q	
Home Information								Program			
								Paymen	t		
				Cla	Classroom List				Child		
			31	Cent	er			Misc			
Informat		Schedules	Semester					Batch Jo	ob Audit		
11		ß	0					Custom			
								Room/P	rogram		
Birthda	Birthday Billing Pending							Financial			

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

Repo	rt Category	
205	Attendance	-

3. Choose Head Count Center - PDF from the Report drop-down

Report		
Ø	Head Count Center - PDF	*

4. Use additional search criteria as needed

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🗅 Create Report

- Center choose a center if needed or leave blank to view all centers
- From Date choose a date to view the week
- 5. Click Create Report
- 6. The report will download in PDF format

Report Fields

- Time
- Monday-Friday
 - Child
 - Staff
 - Ratio