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

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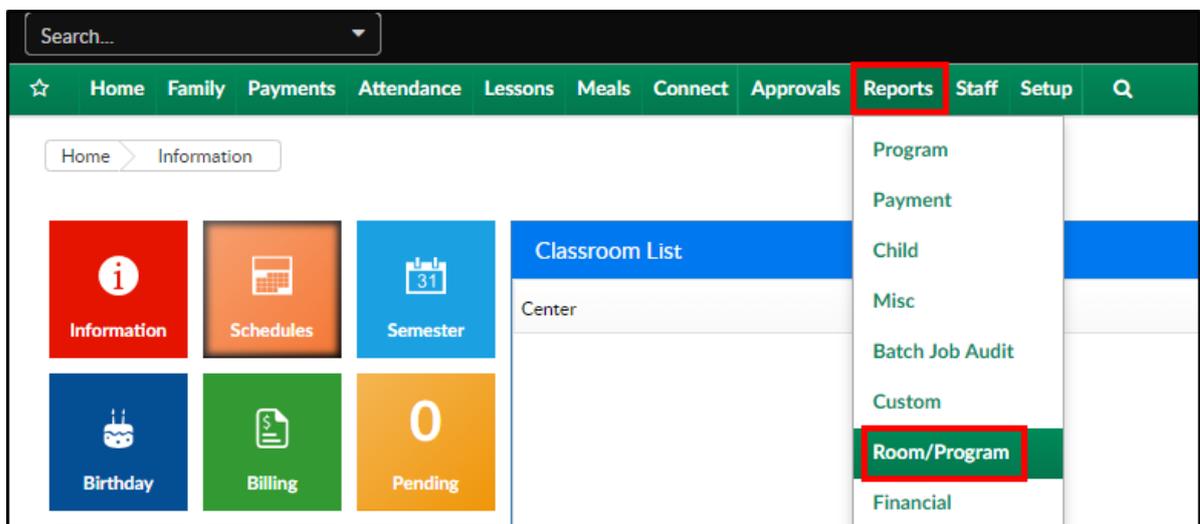
2. From the Report Category drop-down, select Attendance

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

4. Use additional search criteria as needed

- 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