Child/Family - Arrival/Departure -Excel

Last Modified on 04/02/2019 3:23 pm EDT

Report Description

The Arrival/Departure Report - Excel displays information regarding a student arriving and departing to/from a center. This information is based off the information entered on a student's health and additional information screens.

Sample Report

Click here to view a sample of the report - Arrival/Departure Report 🗞

Accessing the Report

1. Click Reports, then select Room/Program

Se	arch			•								
☆	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff	Setup	Q
	Home	Informati	on						Program	n		
									Paymen	it		
			C	Classroom List			Child					
	i		Schedules	31 Semester	Cen	Center			Misc			
	Information	n So			DCW Transactional- CENTER 1	NTER 1	Batch Jo	ob Audi	t	Care Regist		
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2. In the Quick Search, type arrival and select the Arrival/Departure - Excel report

Quick Search	arrival	Q
Report	Arrival/Departure - Excel(Child/Family)	
Q		_

3. Select the Search Criteria, as needed. Please Note: all search criteria can

be left blank to pull for the entire business

earch Criteria 🝸			
Center			
1 ···			•
Semester			Show A
			-
Category		Classroom	
	•	*	-
			Create Report

4. Click Create Report. The report will open in an Excel workbook

Below is a list of fields that display on this report:

Available Fields on the Report
Child Last Name
Child First Name
Child ID
T-shirt Size
Additional T-shirt
Swim Level
Swim Concerns
Participate Open Swim
Guardian Last Name
Guardian First Name
Guardian Email
Guardian Phone
Guardian Home Address
Arrive with Parent?
Arrive Independently?
Arrival Independent Time
Departure with Authorized ?
Departure Independently?

Departure Independent Time

Direct from Home?

Direct from Home Time

Depart Direct from Summer School?

Depart Direct from Summer School

Time

Arrive Direct from Summer School?

Arrive Direct from Summer School

Time

Method

Before School-Arrive with Parent?

Before School-Arrive Independently?

Before School-Arrive Independent

Time

Before School-Departure?

Depart - with staff member to PreK?

Depart - with staff member to Primary

School?

After School-Walk?

After School-Arrive BY bus?

After School-Arrive By Bus From

After School-Arrival Bus Time

After School-Independent?

After School-Independent From

After School-Independent Time

After School-Departure Wait?

After School-Departure Independent?

After School-Departure Independent

Time

Method

Spoken Language

Return to School

Leave Independently

Wait For Authorized Pickup

4K Arrival?

4K Depart-continue with after school?

4K Bus Depart?

4K Bus #

4K Depart - authorized pickup?

4K Depart authorized pickup time