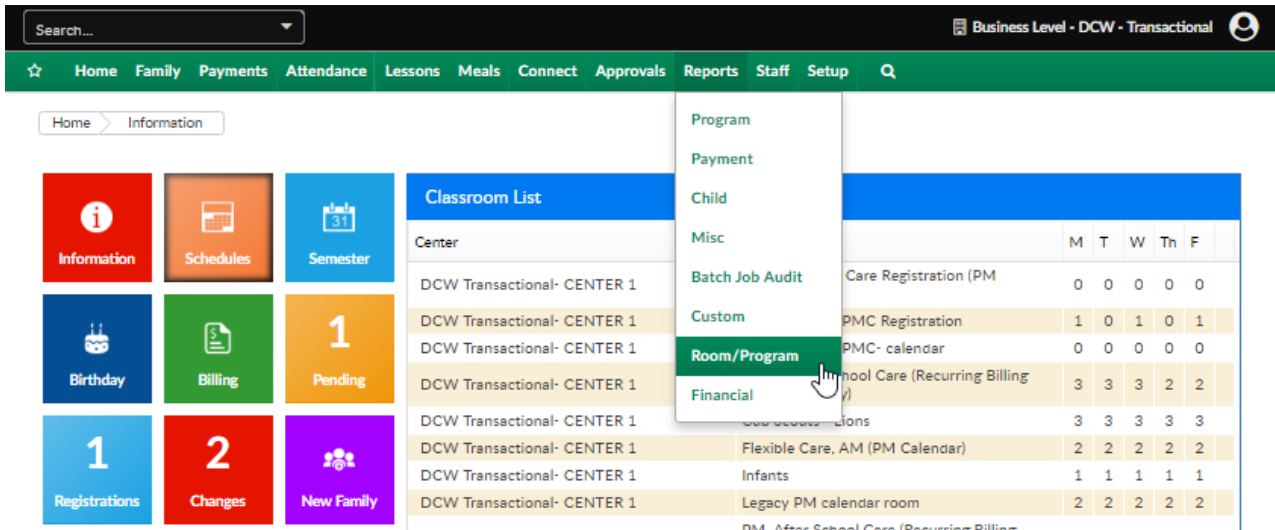


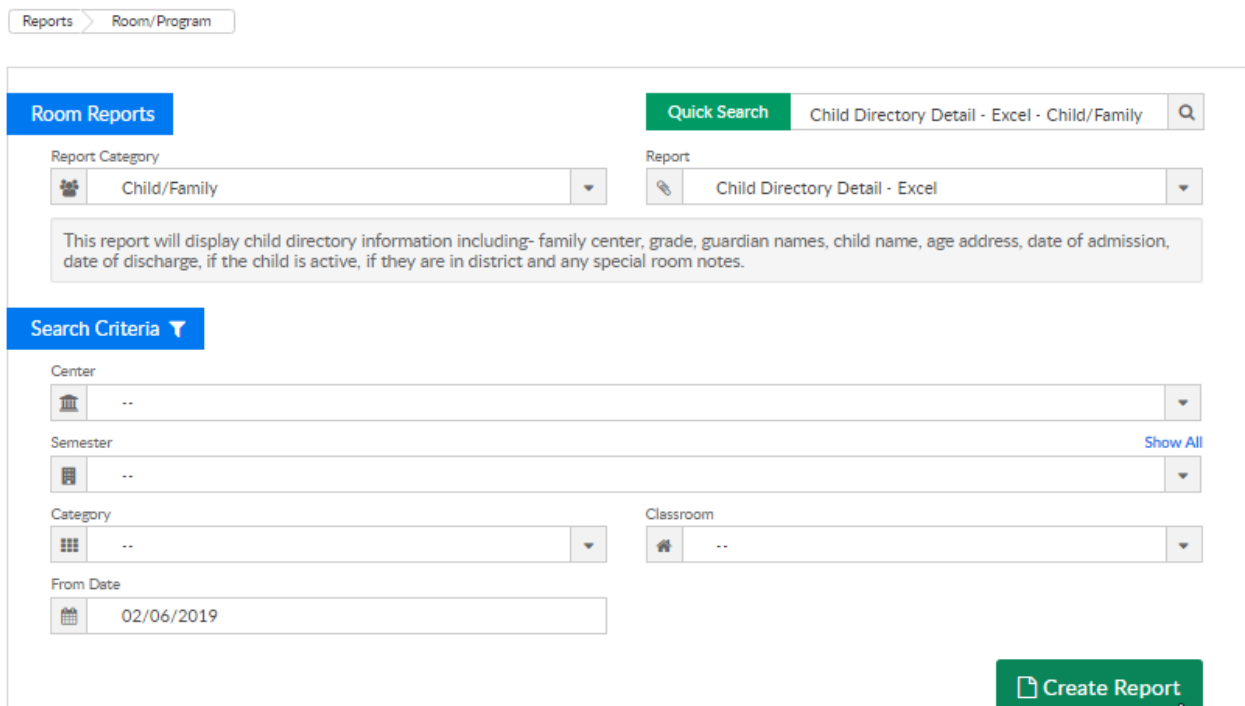
Child/Family- Child Directory Detail - Excel

Last Modified on 02/06/2019 11:37 am EST

From the report menu option, select Room/Program-



This report will display child directory information including- family center, grade, guardian names, child name, age address, date of admission, date of discharge, if the child is active, if they are in district and any special room notes.



Report Example:

DCW - Transactional Child Directory Report as of 12/01/2018 / Center: DCW Transactional- CENTER 1																
Center	Grade	Mother's Name	Father's Name	Child Name	Age	Address	Address2	City	State	Zip	Home Phone	Date of Admission	Date of Discharge	Active?	District?	Special Room Note
DCW Transactional- CENTER 1		Doolittle, Henry	Doolittle, Mary	Doolittle, Eliza	8.0 years	224 Flower Lane		London	MI	48309	734-111-1111	09/01/2017		NO	IN	
DCW Transactional- CENTER 1	GR4	Mignola, Debra	Giant, Johnny	Giant, Clayton	10.4 years				--			10/17/2018		YES	IN	

[Click Here](#)  to download a sample report!

Report Fields:

Report Field	Field Description
Center	The child's center
Grade	The child's grade
Mother's Name	The child's mother's name
Father's Name	The child's father's name
Child Name	The child's name
Age	The child's age
Address	The child's address
Address2	The child's address (line 2)
City	The child's city
State	The child's state
Zip	The child's zip code
Home Phone	The child's home phone number
Date of Admission	The child's first date of admission
Date of Discharge	The child's last date at a center
Active?	If the child is active or not
District?	If the child is in district
Special Room Note	Any notes on the room for the child