Child/Family - Child Supervision Record - Excel

Report Description

The Child Supervisor Record displays each student checked in and out of each classroom in 30 minute increments and the staff member who checked them in/out.
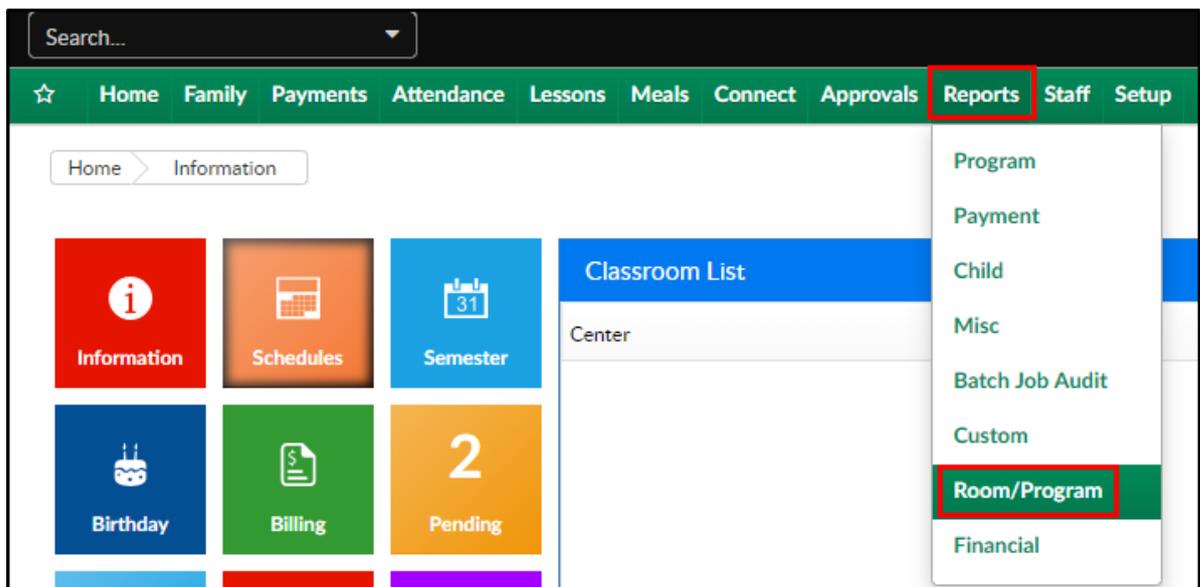
Report Conditions

- A date must be selected

Sample Report

Click the report name to view a sample: Child Supervisor Record.xlsx 📎

Accessing the Report

1. From the Reports menu, click Room/Program

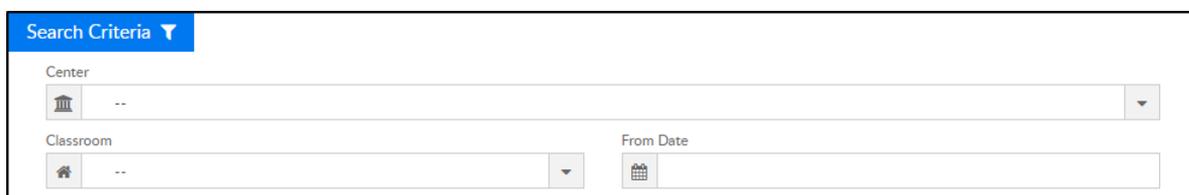2. From the Report Category drop-down, select Child/Family

3. Choose Child Supervision Record - Excel from the Report drop-down

4. Select any necessary Search Criteria

- Center - select the center from the drop-down or leave blank to pull all data from the business level
- Classroom - choose a classroom
- From Date - choose a from date (required)

5. Click Create Report. The requested report will open in Excel format

Report Fields

- First Name
- Last Name
- Program
- Time (in 30 minute increments)
- Teacher (staff who checked the student in/out)