

Child/Family - Child Supervision Record - Excel

Last Modified on 05/09/2019 10:20 am EDT

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

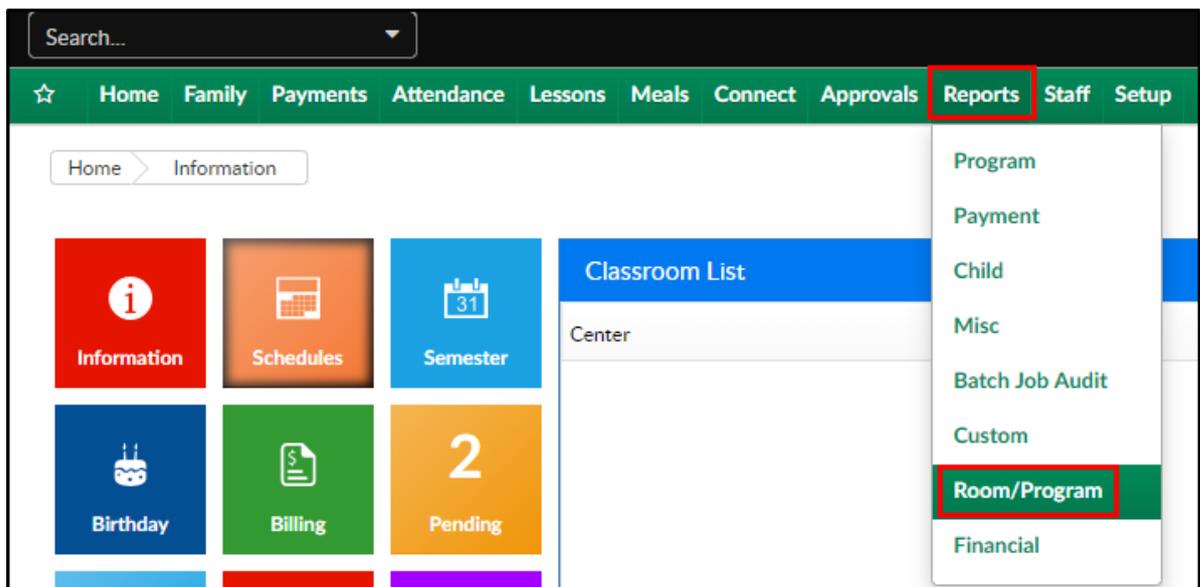
- A date must be selected

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

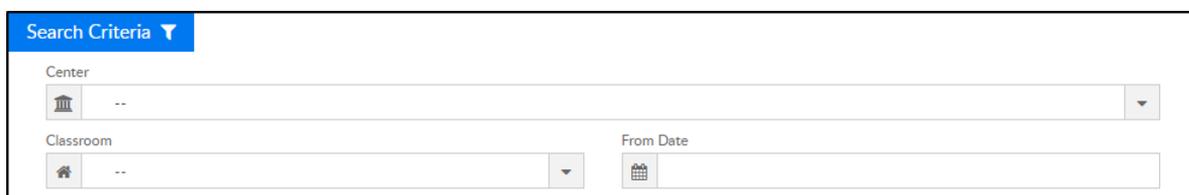


3. Choose Child Supervision Record - Excel from the Report drop-down



The screenshot shows a dropdown menu titled "Report". The selected option is "Child Supervision Record - Excel". There is a small icon on the left and a downward arrow on the right of the selected text.

4. Select any necessary Search Criteria



The screenshot shows a form titled "Search Criteria" with a blue header. It contains three input fields: "Center" with a building icon and "--" text, "Classroom" with a house icon and "--" text, and "From Date" with a calendar icon and an empty date field.

- 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)
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