

# Child/Family- Third Party Children - Excel

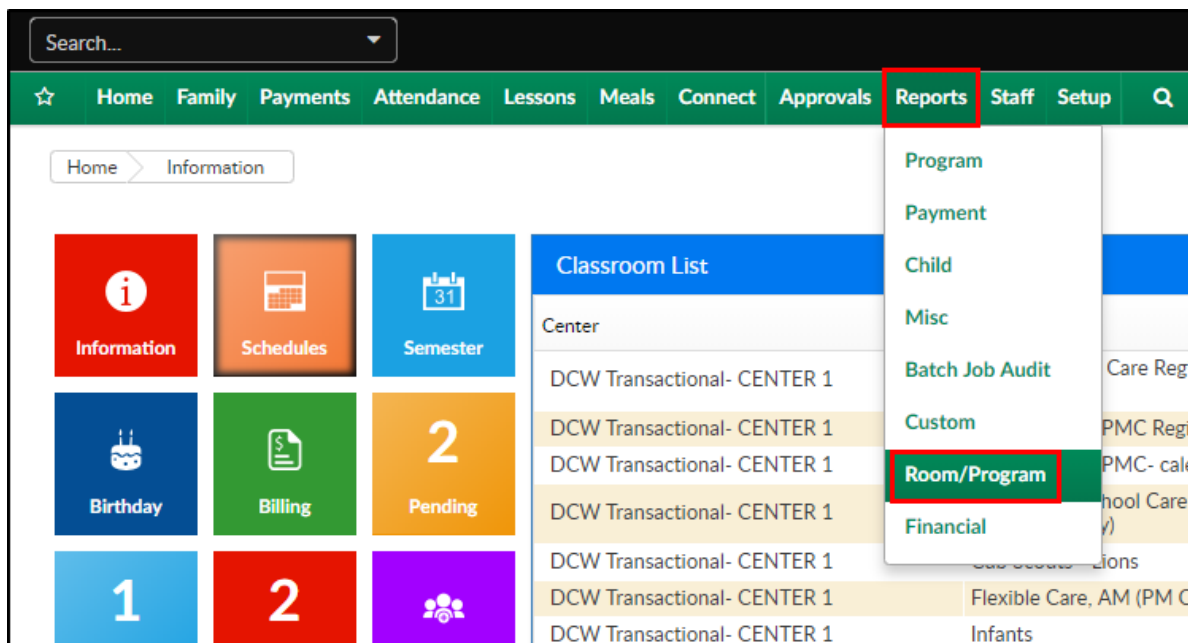
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The Third Party Children (Excel/PDF) report provides a list of third party students with contracts valid through the date selected.

Click here for a sample of this report - [ThirdPartyChildrenReport.xlsx](#) 

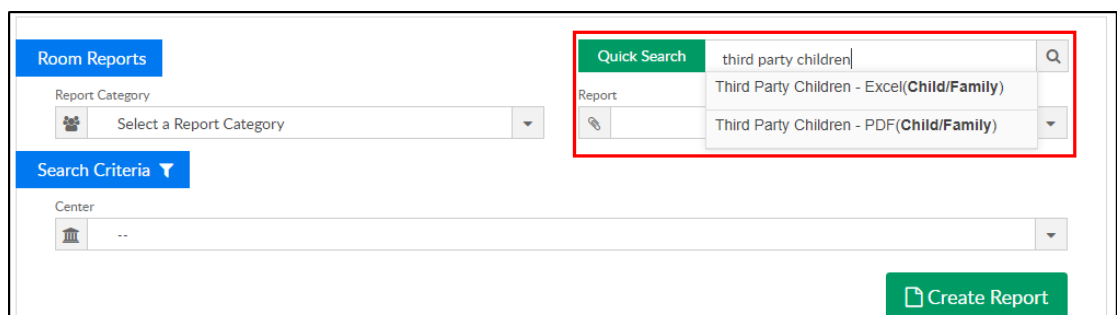
## Locating the Report

1. Click Reports, then select Room/Program



2. There are multiple ways to search for the report:

- Use the Quick Search to search for the report name



- Select Child/Family from the Report Category drop-down

The screenshot shows the 'Room Reports' interface. At the top left, there is a 'Report Category' dropdown menu with 'Child/Family' selected. To the right is a 'Quick Search' field with the placeholder text 'Report Name or Report Category'. Below the 'Report Category' is a 'Search Criteria' section with fields for 'Center', 'Classroom', and 'From Date' (set to 03/11/2019). A 'Report' dropdown menu is also visible, currently showing 'Select a Report'. A green 'Create Report' button is located at the bottom right.

- o Locate the report from the Report drop-down. Please Note: type the first letter of the report name to quickly locate the report. For example, if locating this report, click T to quickly navigate to the reports beginning with the letter T

This screenshot shows the 'Room Reports' interface with the 'Report' dropdown menu open. The 'Report Category' is still 'Child/Family'. The 'Report' dropdown menu is expanded, showing a list of report options. The option 'Third Party Children - Excel' is highlighted in blue. Other options include 'Program Wait List - Excel', 'Program Wait List Currently Pending - Excel', 'Progress Report Due List - Excel', 'Raptor Report - Excel', 'Scheduled FTE Summary - Excel', 'Scheduled Tuition FTE Summary - Excel', 'Split Family Information - Excel', 'Status Change - Added - Excel', 'Status Change - Lost - Excel', 'Student Name Tag Report PDF', 'Student Registration - Excel', 'Student Wait List - Excel', 'Swim Concerns - Excel', and 'Third Party Children - PDF'. A 'Student View' button is visible in the lower left area, and a 'Student List' table is partially visible below it.

## Available Fields

The table below includes a list and description of each column in the report:

Report Field	Field Description
Third Party Name	The name of the third party agency
Center	The name of the student's attending center
Family ID	The family's identification number
Family Name	The family's name

Child ID	The student's identification number
Last Name	The student's last name
First Name	The student's first name
Birthday	The student's birthday
Case Number	The student's case number with the agency
Child Agency ID	The student's agency identification number
Contract Start Date	The start date of the agency contract
Contract End Date	The end date of the agency contract
Reimbursement Type	Copay Reimbursement type drop-down
Assigned Charge	The Reimbursement Amount
Assigned Charge 2	The amount in the first Unit Rate field on the Edit Contract Unit screen
Assigned Charge 3	The amount in the second Unit Rate field on the Edit Contract Unit screen
Assigned Charge 4	The amount in the third Unit Rate field on the Edit Contract Unit screen
Assigned Charge 5	The amount in the fourth Unit Rate field on the Edit Contract Unit screen
CoPay Type	CoPay Reimbursement Type drop-down
CoPay	The amount entered in the Copay field
CoPay 2	First Copay amount entered in the Edit Contract Unit screen
CoPay 3	Second Copay amount entered in the Edit Contract Unit screen
CoPay 4	Third Copay amount entered in the Edit Contract Unit screen
CoPay 5	Fourth Copay amount entered in the Edit Contract Unit screen
Partial Over Market	The amount entered into the Over Market Amount field
Max Type	Max Type drop-down
Assigned Max	Amount entered in the Maximum Amount field
Units Authorized 2	First Number of Units Authorized field in the Edit Contract Unit screen
	Second Number of Units Authorized field in the Edit Contract

Units Authorized 3	Unit screen
Units Authorized 4	Third Number of Units Authorized field in the Edit Contract Unit screen
Units Authorized 5	Fourth Number of Units Authorized field in the Edit Contract Unit screen
Guardian 1	Guardian 1's first and last name
Guardian 1 Percent	The percentage guardian 1 must pay
Guardian 2	Guardian 2's first and last name
Guardian 2 Percent	The percentage guardian 2 must pay