

# Enrollment - Contracted Hours - Excel

Last Modified on 04/03/2019 2:21 pm EDT

## Report Description

The Contracted Hours report displays scheduled hours for sponsored and non-sponsored students.

## Report Conditions

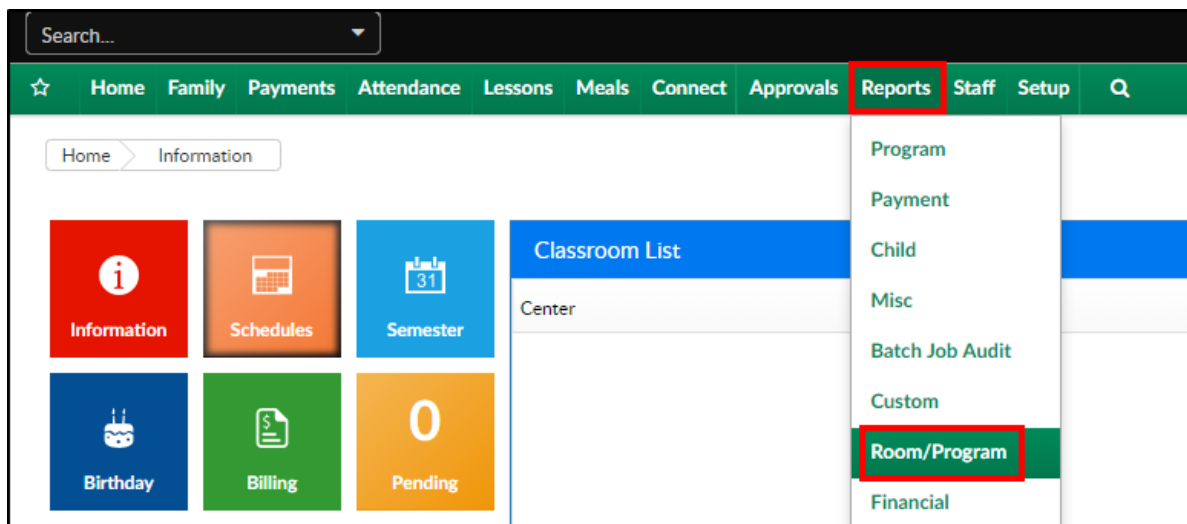
- No date entered will pull the current month

## Sample Report

Click the report name to view a sample: [Contracted Hours - Excel.xlsx](#) 

## Accessing the Report

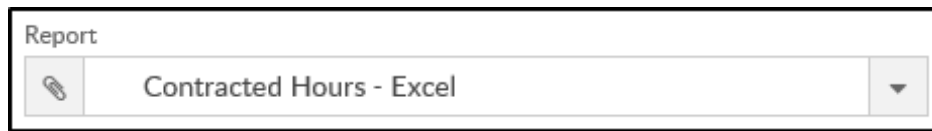
1. From the Reports menu, click Room/Program



2. From the Report Category drop-down, select Enrollment



3. Choose Contracted Hours - Excel from the Report drop-down



A screenshot of a report selection interface. At the top, the word "Report" is displayed. Below it, a dropdown menu is open, showing the selected report name "Contracted Hours - Excel" and a small downward arrow icon on the right side.

4. Use additional search criteria as needed



A screenshot of a search criteria form. The form has a blue header with the text "Search Criteria" and a downward arrow. Below the header, there are two input fields: "Center" with a dropdown menu showing "DCW Transactional- CENTER 1" and a building icon, and "From Date" with a calendar icon and an empty text box. A green button labeled "Create Report" is located at the bottom right of the form.

- Center - select a center or leave blank to view all centers
- From Date - choose a from date, if applicable. If no date is chosen, it will pull the current month

5. Click Create Report

6. The report will download in Excel format

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## Report Fields

- Certified Students (sponsored)
  - Center
  - Child's Name
  - Parent's Name
  - Monday-Friday start and end times
- Non-Certified Students (non-sponsored)
  - Center
  - Child's Name
  - Parent's Name
  - Monday-Friday start and end times
  - School day hours
  - Non-school day hours
  - Days by category
  - Co-Pay rate
  - Monthly co-pay

- Partial Month
    - Center
    - Child's Name
    - Parent's Name
    - Monday-Friday start and end times
    - School day hours
    - Non-school day hours
    - Days by category
    - Co-Pay rate
    - Monthly co-pay
  - Summary
    - Certified Students
    - Certified Students - Partial Month
    - Total Certified
    - Non-Certified Students
    - Non-Certified Students - Partial Month
    - Total Non-Certified
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