

Enrollment - Days Enrolled - Excel

Last Modified on 05/23/2019 7:01 am EDT

Report Description

The Days Enrolled report displays how many days a students attended in the selected week.

Report Conditions

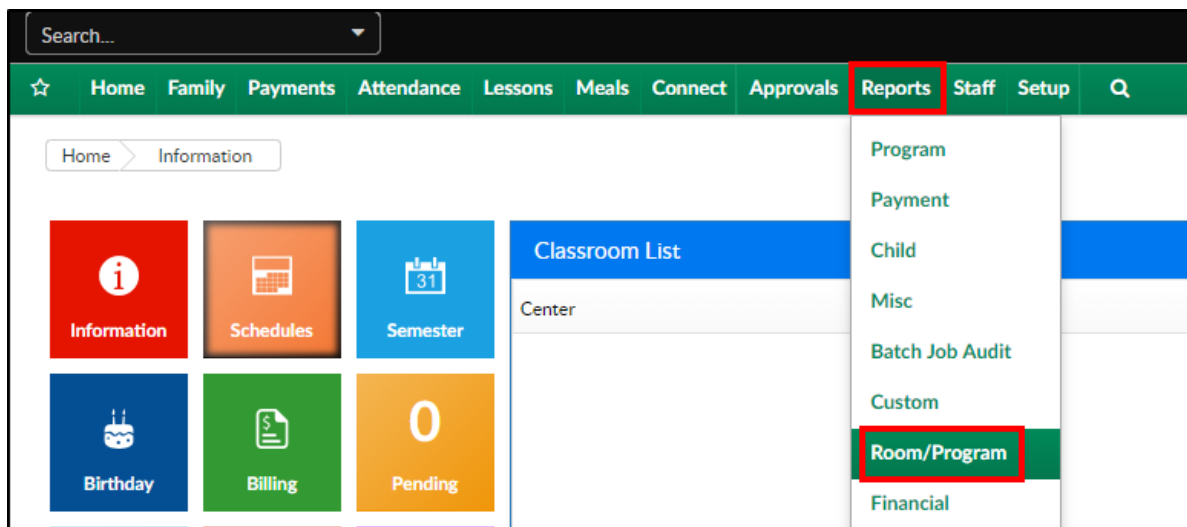
- A From Date is required

Sample Report

Click the report name to view a sample: [Days Enrolled.xls](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



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

A screenshot of a 'Report Category' drop-down menu. The menu is open, showing a list of categories. The 'Enrollment' category is selected and highlighted. There is a small icon to the left of the text and a downward arrow to the right.

3. Choose Days Enrolled - Excel from the Report drop-down

A screenshot of a 'Report' drop-down menu. The menu is open, showing a list of reports. The 'Days Enrolled - Excel' report is selected and highlighted. There is a small icon to the left of the text and a downward arrow to the right.

4. Use additional search criteria as needed

The screenshot shows a 'Search Criteria' form with the following fields and values:

- Center: DCW Transactional- CENTER 1
- Semester: -- (with a 'Show All' link)
- Category: --
- Classroom: --
- From Date: 04/01/2019
- To Date: (empty)

A green 'Create Report' button is located at the bottom right of the form.

- Center - select a center or leave blank to view all centers
- Semester - select a semester to view students enrolled in that semester
- Category - select a category to view students enrolled in that semester
- Classroom - select a classroom to view students enrolled in that semester
- From Date - choose a from date (required)
- To Date - choose an end date, if applicable

5. Click Create Report

6. The report will download in Excel format

Report Fields

- Center Name
- Parent ID
- Parent First Name
- Parent Last Name
- Child ID
- Child's First Name
- Child's Last Name
- Admission Date
- Number of Days Attended