Health - Child Health Care Addendum - PDF

Last Modified on 06/21/2019 10:12 am EDT

Report Description

The Child Health Care Addendum displays information entered under the Health Review section in the Health tab on the student's profile.

Report Conditions

• Data pulls for the current day

Sample Report

Click the report name to view a sample: Child Health Care Addendum.pdf 🗞

Accessing the Report

1. From the Reports menu, click Room/Program

Search				•							
섞	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff Setup	م
Home Information							Program				
						Payment					
	•			s Semester	Cla	Classroom List			Child		
	Information	n Schedu			Center			Misc			
			schedules						Batch Jo	b Audit	
	ш		ß	0					Custom		
	8								Room/P	rogram	
	Birthday		Billing	Pénding					Financia	I	

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

Report Category					
**	Health		•		

3. Choose Child Health Care Addendum - PDF from the Report drop-down

Report		
1	Child Health Care Addendum - PDF	-

4. Use additional search criteria as needed

Search Criteria 🝸			
Center			
Semester			Show All
Category		Classroom	
	-	*	-
Child Id		Child Last Name	
2		A	
Child First Name			
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- Center select a center or leave blank for all centers
- Semester choose a semester to view only students within that semester
- Category choose a category to view only students within that category
- Classroom select a classroom to view students in that classroom
- Child ID enter child ID to view only specified student
- Child Last Name enter the student's last name to search for specific student
- Child First Name enter student's first name to search for specific student
- 5. Click Create Report
- 6. The report will download in PDF format

Report Fields

- Today's' Date
- Completed By
- Last/First Name of Child
- Date Registration Received
- Date of Initial Parent Contact

- Parent Name
- Age of Child
- Program/Site Child Attending
- Health Concern Being Addressed By Addendum
- Summary of Conversation with Parent(s)
- Health Review Notes
- Medication Need At Site
- Enrollment Recommendation