

# Roster - Session Roster - Excel

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## Report Description

The Session Roster report displays child name, grade, parent names, emails, cell phone numbers and empty fields for attendance.

## Report Conditions

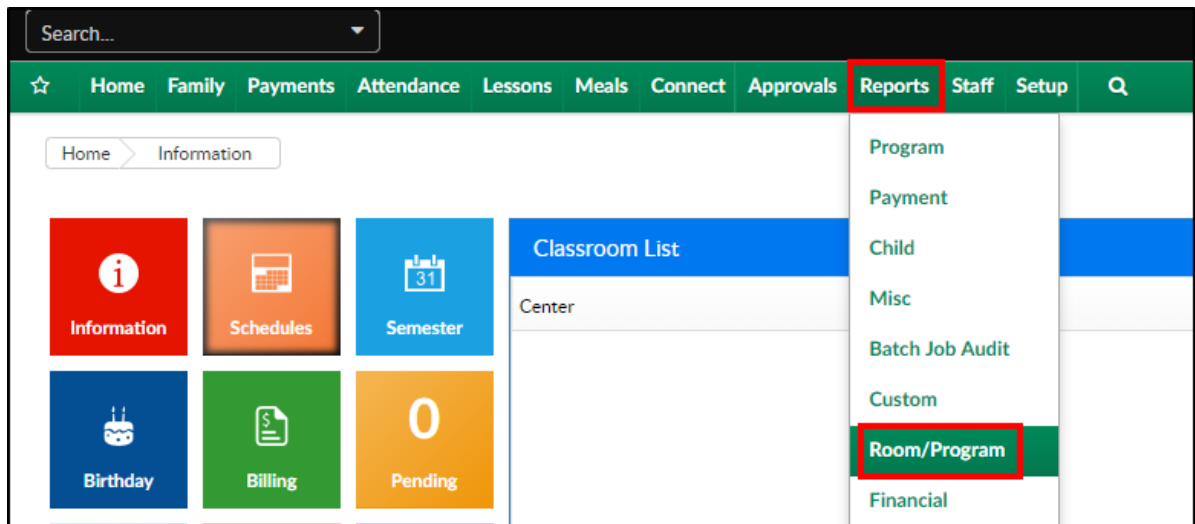
- N/A

## Sample Report

Click the report name to view a sample: [Session Roster.xlsx](#) 

## Accessing the Report

1. From the Reports menu, click Room/Program



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



3. Choose Session Roster - 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 option "Session Roster - Excel". To the left of the dropdown is a small icon of a document with a chain link, and to the right is a downward-pointing arrow.

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 are three dropdown menus: "Center" with a building icon, "Semester" with a calendar icon, and "Classroom" with a house icon. Each dropdown menu shows "--" as the selected option. To the right of the "Semester" dropdown is a blue link that says "Show All". At the bottom right of the form is a green button with a white document icon and the text "Create Report".

- Center - select a center, if applicable
- Semester - select a semester, if applicable
- Classroom - choose a classroom, if applicable

5. Click Create Report

6. The report will download in Excel format

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## Report Fields

- Child Name
  - Grade
  - Parent Name
  - Parent Cell
  - Parent Email
  - Parent 2 Name
  - Parent 2 Cell
  - Parent 2 Email
  - Attendance
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