Sign In - Bi Weekly Sign In - PDF

Report Description

The Bi Weekly Sign In sheet is used to track attendance per student for 2 week increments. Each student's name will appear at the top.
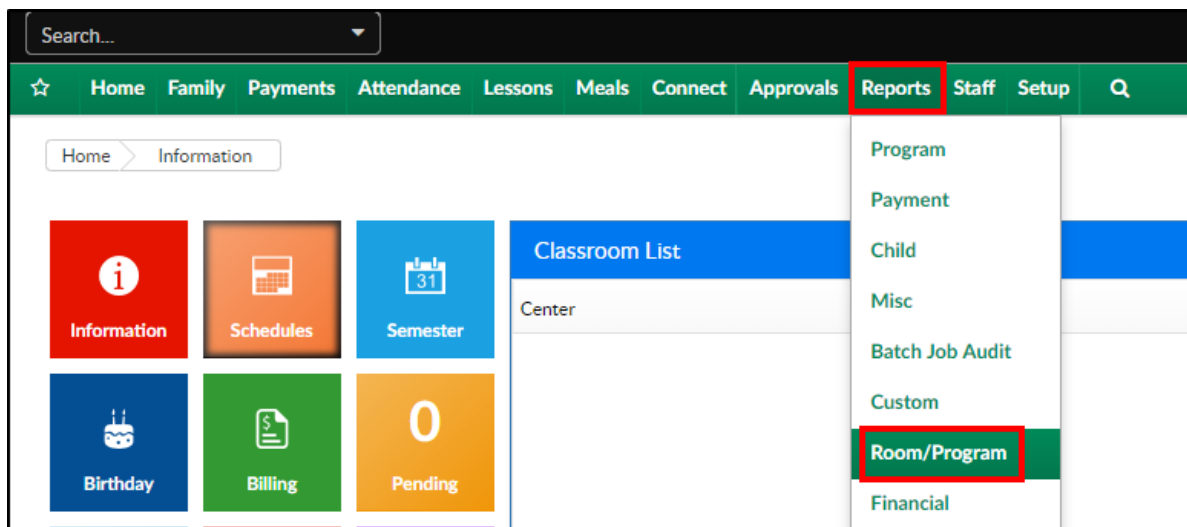
Report Conditions

- A Semester, Category, or Classroom is required

Sample Report

Click the report name to view a sample: Bi Weekly Sign In.pdf 🔗

Accessing the Report

1. From the Reports menu, click Room/Program

2. From the Report Category drop-down, select Sign In

3. Choose Bi Weekly Sign In - PDF from the Report drop-down

4. Select any necessary Search Criteria

- ○ Center - select the center from the drop-down
- ○ Semester - choose a semester to view students by semester
- ○ Category - select a category to view students by category
- ○ Classroom - choose a classroom from the list, if applicable
- ○ From Date - the sign in sheet will pull for the week surrounding the selected date and the following week. For example, if Tuesday 7/10/19 was selected, the sign in sheet will display Monday 7/8/19-Friday 7/19/19
5. Click Create Report. The requested report will open

Report Fields

- Center
- Month
- Student's First and Last Name
- Date (2 weeks, Monday-Friday)
- Arrival Time
- Parent's Signature
- Departure Time
- Parent's Signature