Sign In - Center Sign In - Excel

Report Description

The Center Sign In sheet is an attendance tracker for all students within a center or can be narrowed down by semester, category, or classroom.
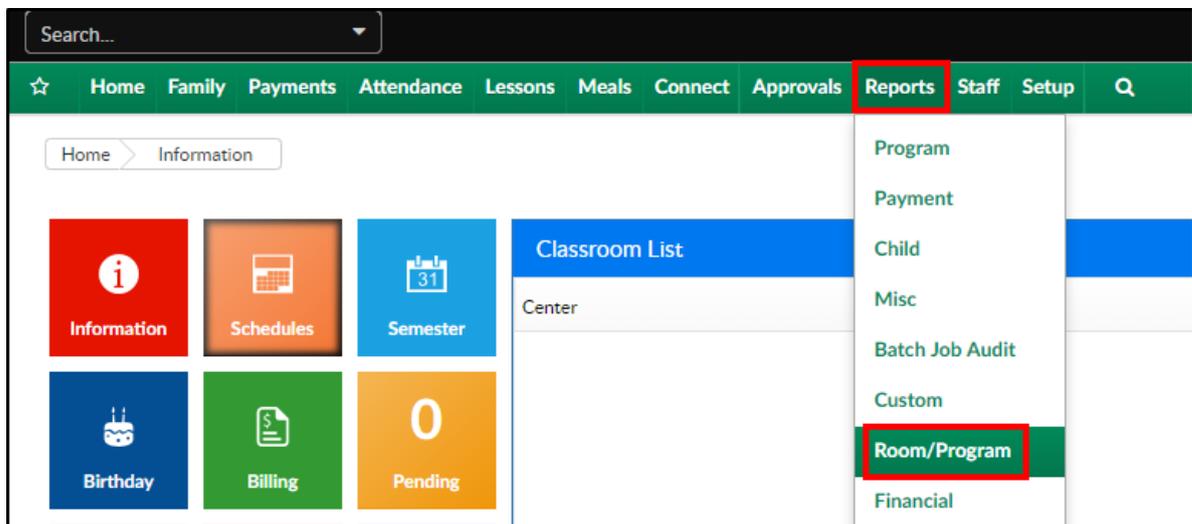
Report Conditions

- N/A

Sample Report

Click the report name to view a sample: Center Sign In.xls 📎

Accessing the Report

1. From the Reports menu, click Room/Program

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

3. Choose Center Sign In - Excel 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 - sign in sheet will display for the selected date

5. Click Create Report. The requested report will open

Report Fields

- Center
- Date
- Classroom
- Grade
- Child Last Name
- Child First Name
- Time In
- Signature
- Time Out
- Signature