

Sign In - Daily Alt Sign In - PDF - By Grade

Last Modified on 07/10/2019 9:05 am EDT

Report Description

The Daily Alt Sign In by Grade tracks attendance for the day by grade.

Report Conditions

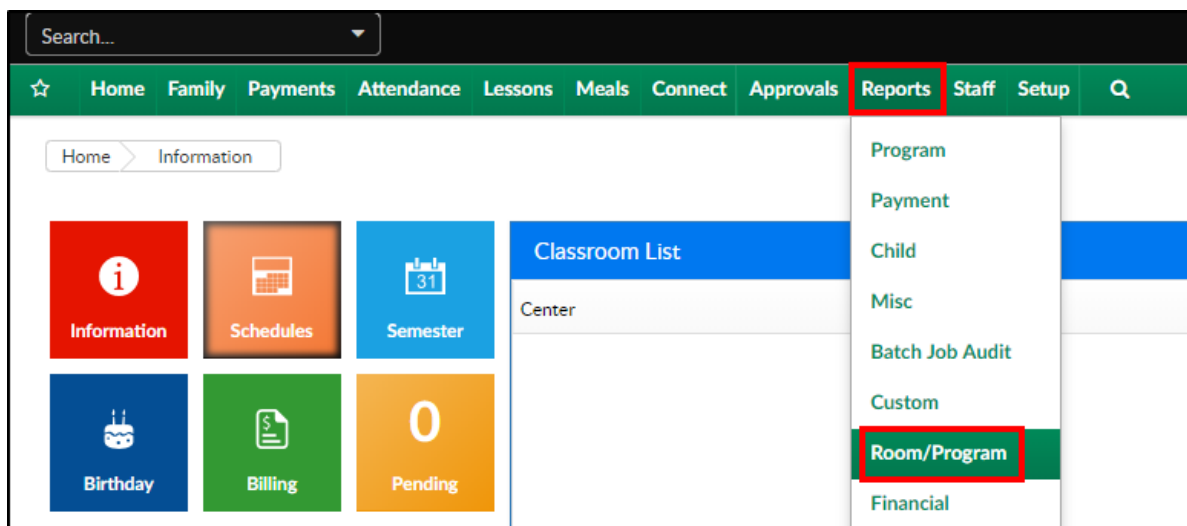
- N/A

Sample Report

Click the report name to view a sample: [Daily Alt Sign In By Grade.pdf](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



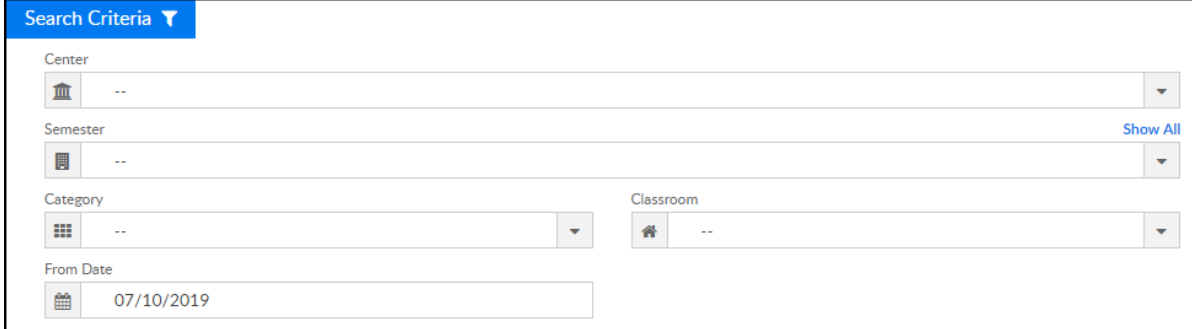
2. From the Report Category drop-down, select Sign In



3. Choose Daily Alt Sign In - PDF - By Grade from the Report drop-down



4. Select any necessary Search Criteria



Search Criteria

Center --

Semester -- [Show All](#)

Category --

Classroom --

From Date 07/10/2019

- Center - select the center from the drop-down, leaving blank will pull all centers
- Semester - choose a 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 selected date

5. Click Create Report. The requested report will open in PDF format

Report Fields

- Classroom
 - Center & Address
 - Date
 - Child's Name
 - Shift
 - Sign In
 - Sign Out
 - Initials
 - Notes
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