

# Sign In - Daily Sign In - Excel - By Grade

Last Modified on 07/17/2019 10:53 am EDT

## Report Description

The Daily Sign In by Grade allows parents to record the time the child entered and exited the classroom. Children that are not enrolled in the classroom for the day will not be displayed on this report. This report is sorted by the grade of the child.

## Report Conditions

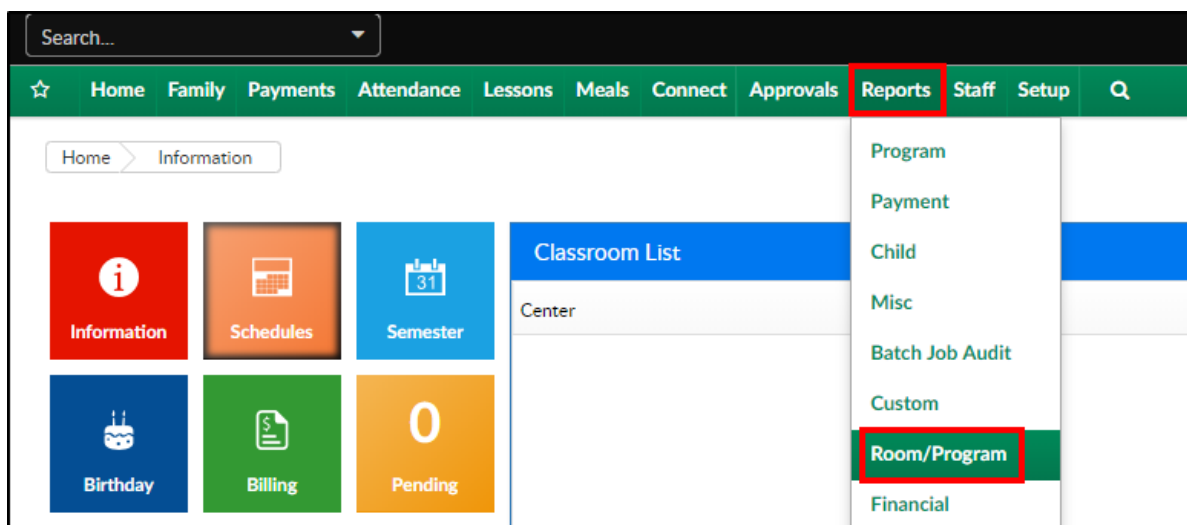
- When Semester and/or Category are selected, each Classroom will display on a separate tab

## Sample Report

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

## Accessing the Report

1. From the Reports menu, click Room/Program



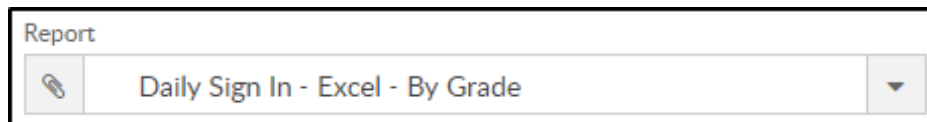
2. From the Report Category drop-down, select Sign In



Report Category

Sign In

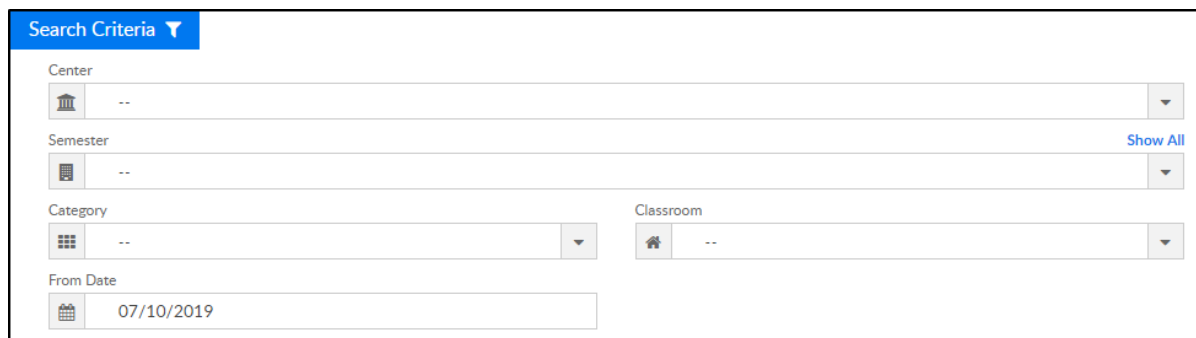
3. Choose Daily Sign In - Excel/PDF - By Grade from the Report drop-down



Report

Daily Sign In - Excel - By Grade

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 or Excel format

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## Report Fields

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

- Signature
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