

Sign In - Daily Sign In - PDF

Last Modified on 07/16/2019 10:15 am EDT

Report Description

The Daily Sign In sheet displays the expected arrival and departure times along with a field for actual arrival and departure times and a parent's initials.

Report Conditions

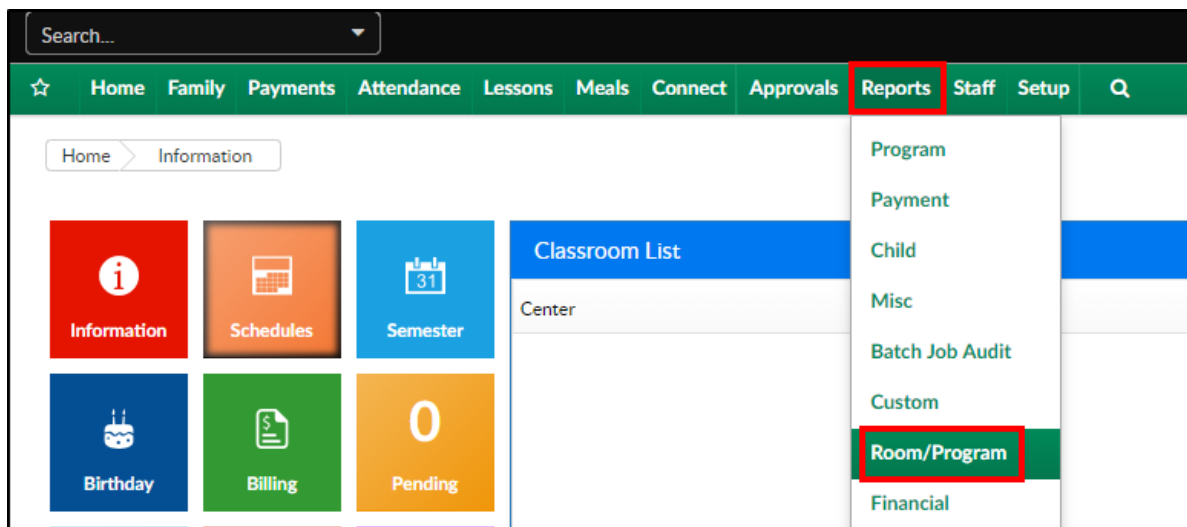
- Semester, Category, or Classroom is required

Sample Report

Click the report name to view a sample: [Daily 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 Daily Sign In - PDF 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

- Center & Address
 - Date
 - Classroom
 - Child's Name
 - Expected Time In
 - Time In
 - Initials
 - Expected Time Out
 - Time Out
 - Initials
 - Notes
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