

# Sign In - Sign In/Out Sheet (Version 3) - PDF

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## Report Description

The Sign In/Out Sheet (Version 3) displays the student's name, start date, schedule, arrival/departure times, and signatures. There is also an administrative section for ratio information.

## Report Conditions

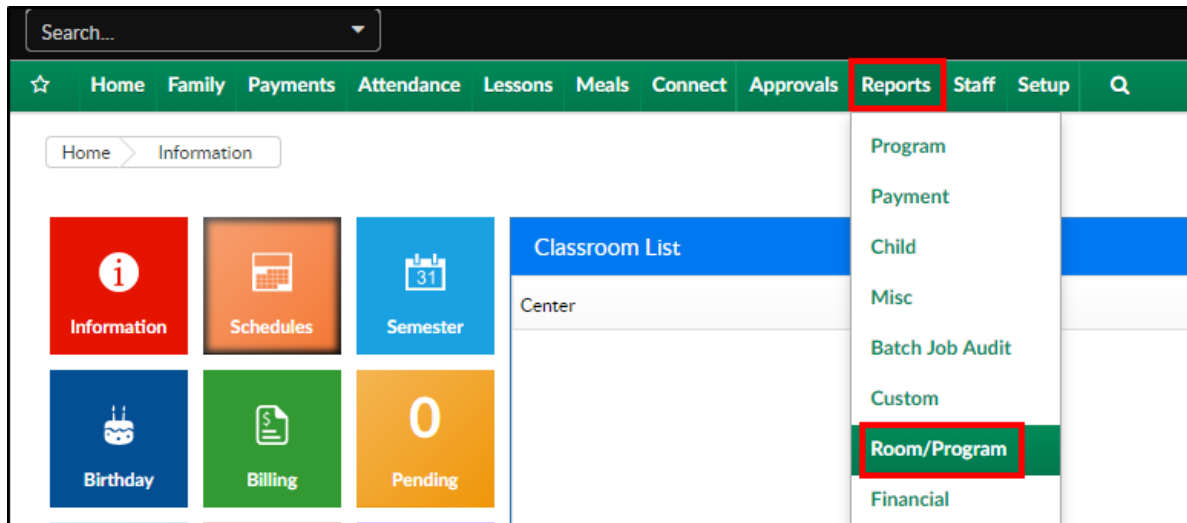
- Center is required

## Sample Report

Click the report name to view a sample: [Sign In\\_Out Sheet\\_Version 3.pdf](#) 

## Accessing the Report

1. From the Reports menu, click Room/Program



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



3. Choose Sign In/Out Sheet (Version 3) - PDF from the Report drop-down



#### 4. Select any necessary Search Criteria

- 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

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### Report Fields

- Center Name
- Classroom Name
- Teacher Name
- Child's Name
- Birthdate
- Entry Date
- Scheduled Time of Attendance
- Arrival Time
- Arrival Parent/Teacher Signature
- Departure Time
- Departure Parent/Teacher Signature
- Explanation

- Administrative Use Only
    - FT/PT
    - Attendance
    - Teacher Ration Time Check
    - Teacher Ration Check
    - AD Ratio Check
  - Primary Signature (Staff)
    - Arrival Time
    - Lunch Out
    - Lunch In
    - Departure Time
  - Coverage Teacher
    - Arrival Time
    - Lunch Out
    - Lunch In
    - Departure Time
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