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

Last Modified on 07/17/2019 1:28 pm EDT

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

Sear	rch			~]								
습	Home	Family	Payments	Attendance	Lessons	Meals	Connect	Approvals	Reports	Staff Setup	Q	
Home Information								Program				
_									Payment			
i				Semester	Cla	assroom	List		Child			
		Schedules	Cente		er			Misc				
			schedules	Semester					Batch Jo	ob Audit		
	щ		S Billing	0 Pending					Custom			
	Birthday								Room/P	Program		
	ыгилаау								Financia	al		

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

Report Category						
205	Sign In	-				

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

Report

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4. Select any necessary Search Criteria

Search Criteria 👅			
Center			
1			-
Semester		SI	how
			-
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 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