

Sign In- Weekly Sign In (Version 5) - Excel****

Last Modified on 06/19/2020 7:36 am EDT

Report Description

This report creates a sign-in sheet that can be used to record if a child attended or was absent for the day. The report also shows which days the children and teachers are scheduled.

Report Conditions

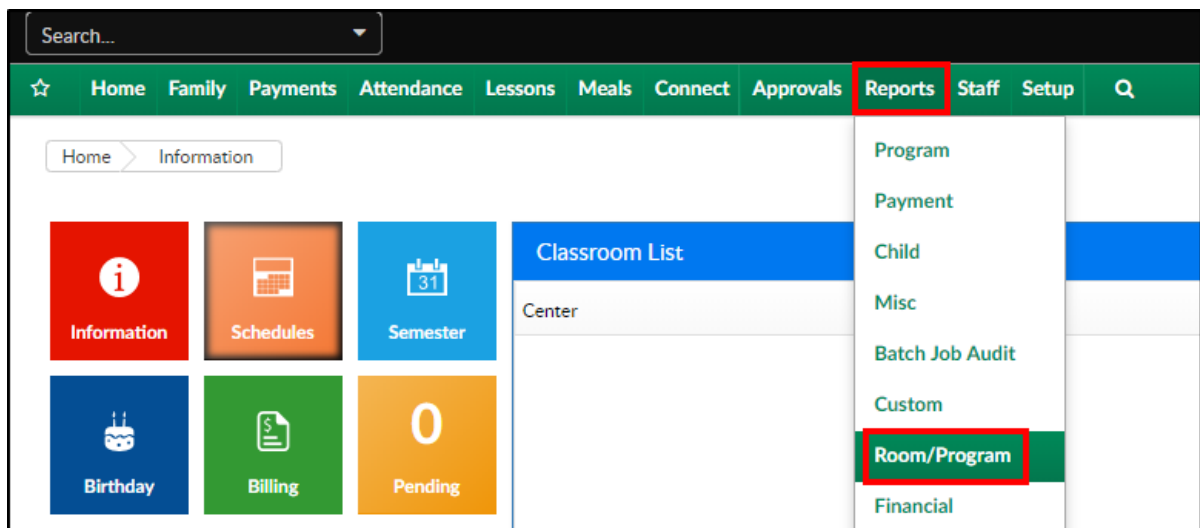
- N/A

Sample Report

Click the report name to view a sample: [Weekly Sign In Version 5.pdf](#) or [Weekly Sign In \(Version 5\).xls](#)

Accessing the Report

1. From the Reports menu, click Room/Program



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

3. Choose Weekly Sign In (Version 3) - 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

Report Fields

- Center
 - Week of date
 - Child Name/Teacher Name
 - Room
 - Grade
 - Monday - Friday
 - Scheduled
 - Present
 - Absent
-