Sign In - Weekly Sign In/Out - Period - PDF

Last Modified on 07/17/2019 3:40 pm EDT

Report Description

The Weekly Sign In/Out - Period displays a check in/out for students, along with headcount checks throughout the day. It also displays the name of the teacher assigned to the classroom.
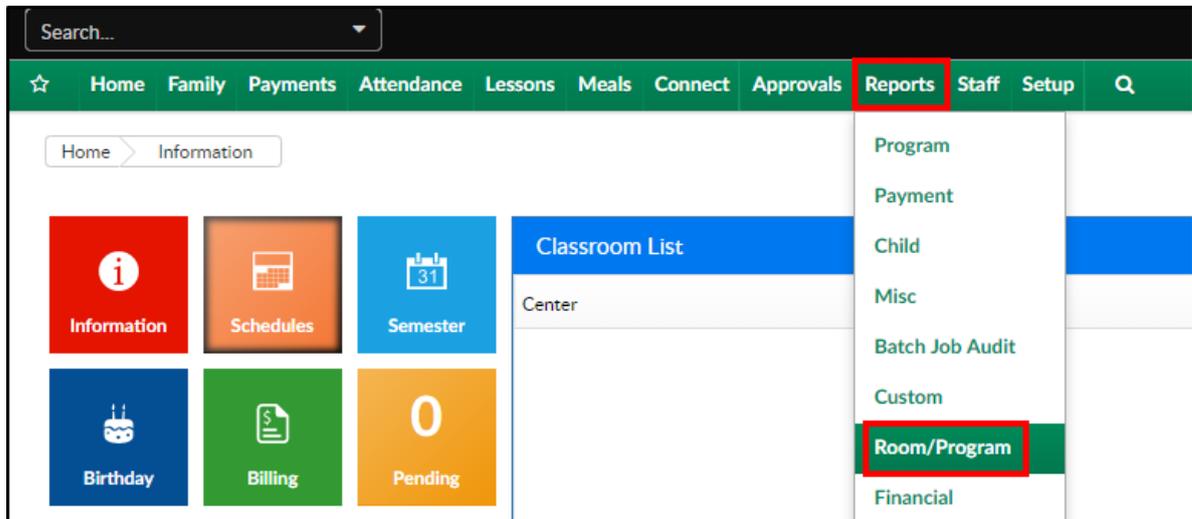
Report Conditions

- Center is required

Sample Report

Click the report name to view a sample: Weekly Sign In_Out - Period.pdf 📎

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/Out - Period - PDF from the Report drop-down

Report

Weekly Sign In/Out-Period- PDF

4. Select any necessary Search Criteria

Search Criteria

Center

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Semester   Show All

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Category   Classroom

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From Date

07/10/2019

- Center - select the center from the drop-down, leaving blank will not pull any data
- 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 week of the selected date

5. Click Create Report. The requested report will open

Report Fields

- Center Name
- Classroom
- Teachers
- Child's Name
- Monday-Friday
  - Time In
  - Time Out