Teacher/Staff Portal - Programs

The Program tile allows teachers/staff to pull reports based on certain criteria.

1. In the Classroom Reports section, use the View drop-down and select a report type - see below for report details
2. Choose the Report Criteria
    - Center - select a location/center
    - Semester - select the correct semester
    - Category - choose a category, if applicable
    - Classroom - select the classroom from the list
    - From Date - enter the start date of the report
3. Click Create Report
4. The report will then open in the chosen format

Report Types

- Online

Student List - Oct 2018 - *School Year Care							
Student	Birthday	Mon	Tue	Wed	Thu	Fri	Parents
Baggins, Bilbo	10/09/2013	✓	✓		✓	✓	Kristina Gass & N/A
Baggins, Frodo	10/12/2011	✓	✓	✓			Kristina Gass & N/A
Baggins, test	10/19/2018	✓	✓	✓	✓	✓	Kristina Gass & N/A
Brave, Merida	09/19/2012	✓	✓	✓	✓	✓	King Fergus & Queen Elinor
Brown, Stephanie	01/29/2014			✓			Gordon & Guardian 2
Child, New	11/11/2011	✓	✓	✓			Test Test & N/A
Frozen, Anna	12/31/2011	✓	✓	✓	✓	✓	Queen & King
Totals		6	6	6	4	4	

- Online (Compress) - same as the Online report, but if a student has two entries for a category, the entries will be condensed into one entry
- AS PDF - contains student, birthday, days of the week the student attends, parents, and notes section

- As Excel - pulls the Weekly Room Report, which includes name, sign in/out times, parent information, admission date, and birthday
- Roster - Excel - this report displays student name, program, and if they are attending AM and/or PM in Excel format
- Roster - PDF - this report displays student name, program, and if they are attending AM and/or PM in PDF format
- Roster (by student) - Excel
- Roster (by student) - PDF
- Roster - Excel (by program) - contains registration date, students, program, semester, student schedule by AM/PM. This report is sorted alphabetically by Program name
- Semester Roster - Excel - this report contains all semesters, categories, center, student name, grade (if applicable), program, rate, and requested start date
- Event Roster - Excel - contains student name, center, room, and birthday
- Registration - Excel - this report displays the following: registration date, requested start date, room, online registration, grade level, student name, birthday, phone number, address, health/medical, guardian information, lead source, and questions in Excel format
- Registration - PDF - this report displays the following: registration date, requested start date, room, online registration, grade level, student name, birthday, phone number, address, health/medical, guardian information, lead source, and questions in PDF format
- Registration Semester - Excel - this Excel report contains the following

columns: registration ID, registration date, semester, semester start/end dates, category, center, program, activity code, student and family IDs, student demographics, guardian information, reporting, lead source, student center, and questions

- Field Trip Permission Slip - PDF

Field Trip Permission Slip

DCW Transactional- CENTER 1   **AM, Before School Care | DCW Transactional- CENTER 1**   **Field Trip Permission Slip**

My child has permission to attend a field trip _____

located at:_____   for the purpose of:_____

On _____   we will leave at _____   and return at_____
    (Date)   (Time)   (Time)

SPECIAL INSTRUCTIONS FOR THIS TRIP ARE:_____

Child Name:(1st & last name)		Parent Signature(1st & last name)	Start Time	1st Hour	2nd Hour	3rd Hour	4th Hour	Leaving Location Bus	End(return to facility)
Bilbo	Baggins	KG							
Frodo	Baggins								
test	Baggins								
Merida	Brave								

- Field Trip Permission Slip - PDF Version 2
- Weekly Schedule By Grade - PDF

Weekly Child Schedule By Grade

Oct 28 to Nov 03   **DCW Transactional- CENTER 1**

*School Year Care

Last Name	First Name	Grade	Monday	Tuesday	Wednesday	Thursday	Friday
Baggins	Bilbo	KG	1	1	0	1	1
			1	1	0	1	1

- Weekly Schedule By Name - PDF

Weekly Child Schedule By Name

Oct 28 to Nov 03

DCW Transactional- CENTER 1

*School Year Care

Last Name	First Name	Grade	Monday	Tuesday	Wednesday	Thursday	Friday
Baggins	Bilbo	KG	1	1	0	1	1
Baggins	Frodo		1	1	1	0	0
Baggins	test		1	1	1	1	1
Brave	Merida		1	1	1	0	1
Brown	Stephanie		0	0	1	0	0
Child	New	PRE	1	1	1	0	0
Frozen	Anna		1	1	1	1	1
			6	6	6	3	4

- Registration (Adult) - Excel - this report displays the following information for adult students: registration ID, payment type, registration amount, center, semester, program, student demographics, employer information, lead source, and questions

- Weekly Roster Summary - Excel

Center: DCW Transactional- CENTER 1						Date: October 30			
Date Range: October 28 - November 03, 2018									
Date				10/29	10/30	10/31	11/01	11/02	
Day	**Accounting Code**	**Age Range**	**Total Enrolled**	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**	**Total**
AM, Before School Care		0 - 0	4	4	4	3	2	3	16
Flexible Care, PM		0 - 0	1	1	1	1	1	0	4
Flexible Child Care Registra		0 - 0	1	0	0	0	0	0	0
Flexible Care, Full Day		0 - 0	1	0	0	1	0	0	1
Registration Room - Tammy		0 - 0	2	1	1	1	1	1	5
Tammy Parent Managed Ro		0 - 0	4	3	3	3	2	2	13
Flexible Care, AM		0 - 0	1	1	1	1	1	1	5
Totals			**14**	**10**	**10**	**10**	**7**	**7**	**44**

- Session Roster - Excel

Dates of Session:				Class Name:				Site: DCW Transactional- CENTER 1	
Day of Week:				Session:					
Child Name	**Grade**	**Parent Name**	**Parent Cell**	**Parent Email**	**Parent 2 Name**	**Parent 2 Cell**	**Parent 2 Email**	**Attendance**	
Alice Wonderland	Kindergarten	Jane Wonderland			Frank Wonderland				
Alice Wonderland	Kindergarten	Jane Wonderland			Frank Wonderland				
Anna Frozen		Queen Frozen	(123) 213-1231	kgass@cirrusgroup.com	King Frozen	(123) 123-1231	KingFrozen@cirrusgroup.com		
Anna Frozen		Queen Frozen	(123) 213-1231	kgass@cirrusgroup.com	King Frozen	(123) 123-1231	KingFrozen@cirrusgroup.com		
Anna Frozen		Queen Frozen	(123) 213-1231	kgass@cirrusgroup.com	King Frozen	(123) 123-1231	KingFrozen@cirrusgroup.com		
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Anna Frozen		Queen Frozen	(123) 213-1231	kgass@cirrusgroup.com	King Frozen	(123) 123-1231	KingFrozen@cirrusgroup.com		
Anna Frozen		Queen Frozen	(123) 213-1231	kgass@cirrusgroup.com	King Frozen	(123) 123-1231	KingFrozen@cirrusgroup.com		
Anna Frozen		Queen Frozen	(123) 213-1231	kgass@cirrusgroup.com	King Frozen	(123) 123-1231	KingFrozen@cirrusgroup.com		
Anna Frozen		Queen Frozen	(123) 213-1231	kgass@cirrusgroup.com	King Frozen	(123) 123-1231	KingFrozen@cirrusgroup.com		
Anna Frozen		Queen Frozen	(123) 213-1231	kgass@cirrusgroup.com	King Frozen	(123) 123-1231	KingFrozen@cirrusgroup.com		

- Current Roster v2 - Excel

Current Roster										
October 30 -- October 30, 2018										
Center	Category	Program	Student Name	Grade	Schedule Start D	Monday	Tuesday	Wednesday	Thursday	Friday
DCW Transactional- CENTER 1		A Center Level Room	Bilbo Baggins	KG	10/01/18	X	X	X	X	X
TOTAL				1		1	1	1	1	1
DCW Transactional- CENTER 1	*School Year Care	AM, Before School Care	Bilbo Baggins	KG	07/01/18	X	X		X	X
DCW Transactional- CENTER 1	*School Year Care	AM, Before School Care	Frodo Baggins		07/01/18	X	X	X		
DCW Transactional- CENTER 1	*School Year Care	AM, Before School Care	Merida Brave		09/01/18	X	X	X		X
DCW Transactional- CENTER 1	*School Year Care	AM, Before School Care	test Baggins		10/19/18	X	X	X	X	X
DCW Transactional- CENTER 1	*School Year Care	Flexible Care, AM	Anna Frozen		08/27/18	X	X	X	X	X
DCW Transactional- CENTER 1	*School Year Care	Flexible Care, AM	Eliza Doolittle		08/27/18	X	X	X	X	X
DCW Transactional- CENTER 1	*School Year Care	Flexible Care, Full Day	Stephanie Brown		10/28/18			X		
DCW Transactional- CENTER 1	*School Year Care	Flexible Care, PM	Merida Brave		07/01/18	X	X	X	X	
DCW Transactional- CENTER 1	*School Year Care	Flexible Child Care Registration	Stephanie Brown		10/15/18					
DCW Transactional- CENTER 1	*School Year Care	Registration Room - Tammy	Anna Frozen		07/01/18	X	X	X	X	X
DCW Transactional- CENTER 1	*School Year Care	Registration Room - Tammy	New Child	PRE	07/01/18					
DCW Transactional- CENTER 1	*School Year Care	Tammy Parent Managed Room	Anna Frozen		07/02/18	X	X	X	X	X
DCW Transactional- CENTER 1	*School Year Care	Tammy Parent Managed Room	Anna Frozen		07/01/18	X	X	X	X	X
DCW Transactional- CENTER 1	*School Year Care	Tammy Parent Managed Room	New Child	PRE	10/28/18	X	X	X		
DCW Transactional- CENTER 1	*School Year Care	Tammy Parent Managed Room	New Child	PRE	07/01/18					
TOTAL				15		11	11	11	8	8
DCW Transactional- CENTER 1	Special Programs	After School - PMC Registration	Stephanie Test	PRE	09/12/18					
DCW Transactional- CENTER 1	Special Programs	After School - PMC Registration	Test Test	PRE	07/01/18					
DCW Transactional- CENTER 1	Special Programs	Chess, Fall Session	Bilbo Baggins	KG	10/02/17	X		X	X	X
TOTAL				3		1	0	1	1	1
DCW Transactional- CENTER 1	Summer Camp	Full Day Summer Hourly	Bilbo Baggins	KG	05/28/18	X	X	X	X	X
TOTAL				1		1	1	1	1	1