

Attendance - Child Care Aware of America Attendance Sheet - PDF

Last Modified on 06/17/2020 7:59 am EDT

Report Description

Child Care Aware of America Attendance Sheet is a generated invoice ready to go based on the student's attendance that has been entered for a specific date range.

Please Note: This report requires setup prior to use. Please contact support for assistance.

The Report Conditions

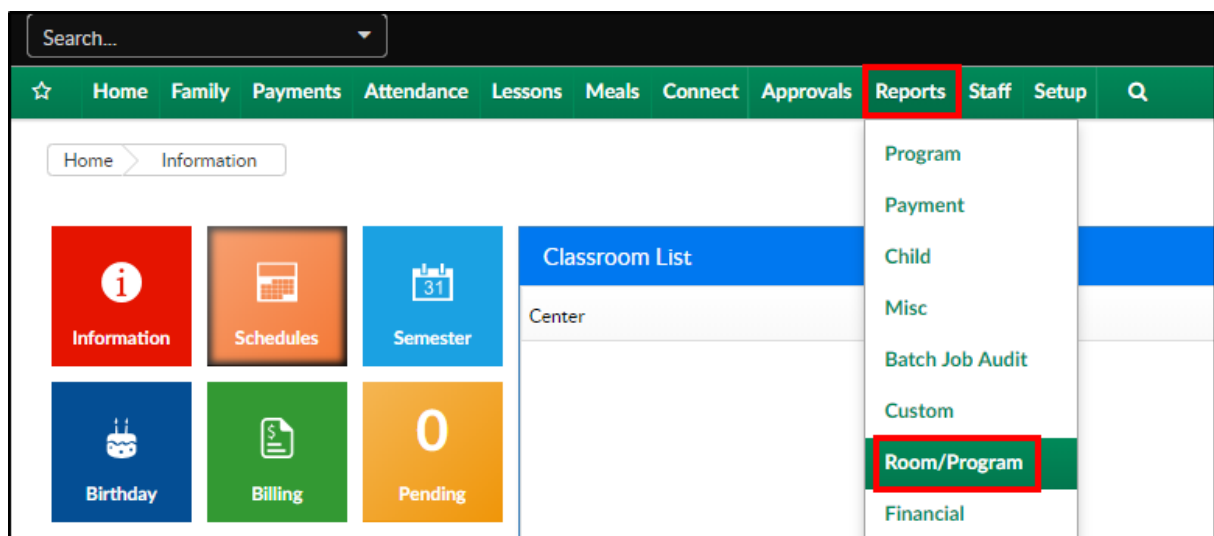
- N/A

Sample Report

Click the report name to view a sample: [Child Care Aware of America Attendance Sheet.pdf](#)

Accessing the Report

1. From the Reports menu, click Room/Program



2. From the Report Category drop-down, select Attendance

A screenshot of a 'Report Category' drop-down menu. The menu is open, showing a list of categories. The 'Attendance' category is selected and highlighted. The menu has a search icon on the left and a downward arrow on the right.

3. Choose Child Care Aware of America from the Report drop-down

A screenshot of a 'Report' drop-down menu. The menu is open, showing a list of reports. The 'Child Care Aware of America Attendance Sheet - PDF' report is selected and highlighted. The menu has a search icon on the left and a downward arrow on the right.

4. Use additional search criteria as needed

Search Criteria ▼

Center
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From Date
 05/02/2019

- Center - select a center from the drop-down
- From Date - choose a date

5. Click Create Report

6. The form will open in PDF format
