

Health - Allergy and Special Care List Without Contact Details

Last Modified on 05/15/2019 8:00 am EDT

Report Description

The Allergy & Special Care List displays all students with allergy/special care detail in the system.

Report Conditions

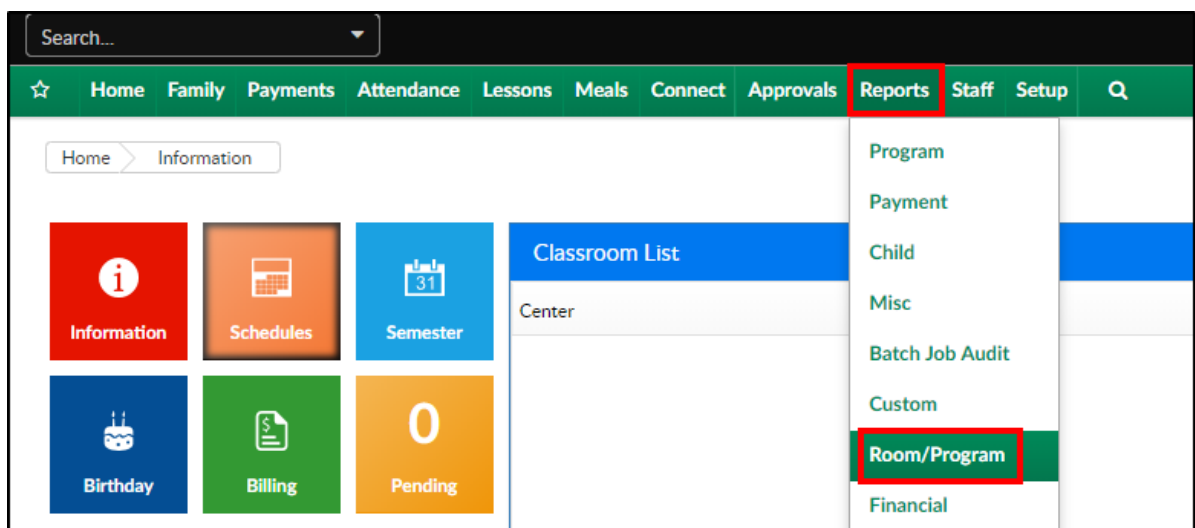
- N/A

Sample Report

Click the report name to view a sample: [Allergy And Special Care List Without Contact Details.pdf](#)

Accessing the Report

1. From the Reports menu, click Room/Program

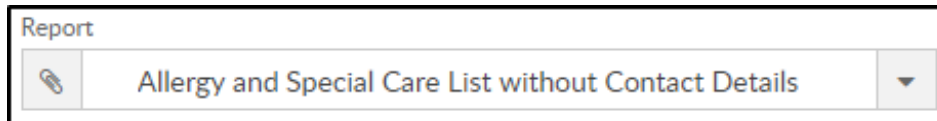


2. From the Report Category drop-down, select Health



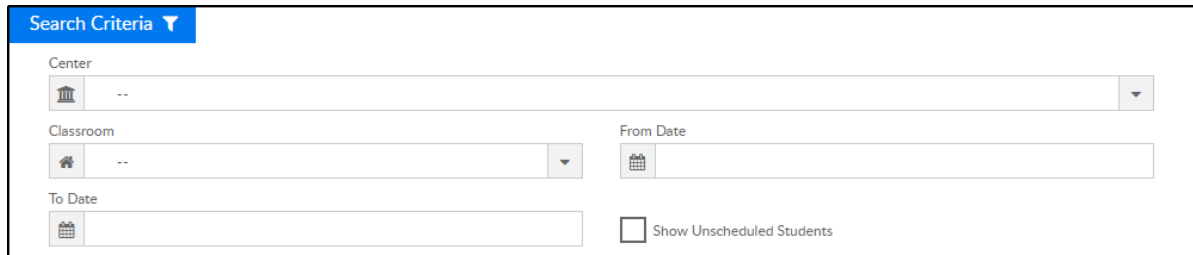
3. Choose Allergy and Special Care List without Contact Details from the

Report drop-down



A screenshot of a report selection interface. It features a dropdown menu with the word "Report" at the top left. The selected report is "Allergy and Special Care List without Contact Details", which is displayed in a light gray box with a small icon on the left and a downward arrow on the right.

4. Use additional search criteria as needed



A screenshot of a "Search Criteria" form. The form has a blue header with the text "Search Criteria" and a downward arrow. Below the header are several input fields: "Center" (a dropdown menu with a building icon and "--"), "Classroom" (a dropdown menu with a house icon and "--"), "From Date" (a date picker with a calendar icon), "To Date" (a date picker with a calendar icon), and a checkbox labeled "Show Unscheduled Students".

- Center - choose a center or leave blank to pull all centers
- Classroom - choose a classroom, if needed
- From Date - to view a specific date range, select a From Date
- To Date - to view a specific date range, select a To Date
- Show Unscheduled Students - to view all students, including ones without a schedule, select this option

5. Click Create Report

6. The report will download in PDF format

Report Fields

- Child Name
 - Classroom
 - Child's Photo
 - Allergy & Special Care Required
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