

Child/Family - Transition Report

Last Modified on 05/30/2019 11:40 am EDT

Report Description

The Transition report is a printable version of the Child Supervision Record.

Please Note: there is a maximum of 10 columns, if a student has more than 10 present markings, anything past 10 will not display.

Report Conditions

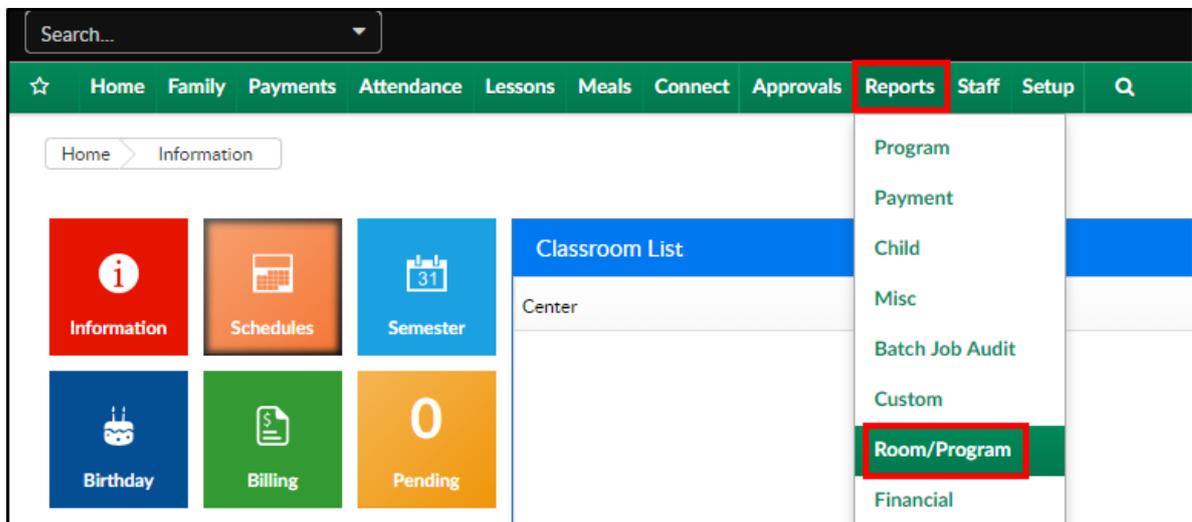
- A date must be entered

Sample Report

Click the report name to view a sample: [Transition Report.xls](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



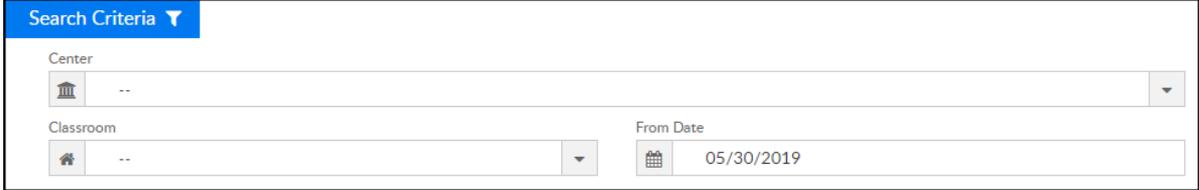
2. From the Report Category drop-down, select Child/Family

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

3. Choose Transition Report from the Report drop-down

A screenshot of a 'Report' drop-down menu. The menu is open, showing a list of reports. The 'Transition Report' report is selected and highlighted. The menu has a search icon on the left and a dropdown arrow on the right.

4. Enter necessary search criteria. **Please Note:** if no options are selected, data will pull for all centers for the current month



Search Criteria ▼

Center
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Classroom
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From Date
05/30/2019

- Center - select the center or leave blank to pull data for the business level
 - Classroom - choose a classroom to filter by classroom
 - From Date - select a From Date from the calendar
5. Click Create Report
 6. Report will open in Excel
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Report Fields

- Child's Name
 - Time In
 - Signed In By
 - Times display every 30 minutes
 - Time Out
 - Picked Up By
 - Teacher Name
 - Teacher Signature
 - Time In
 - Time Out
 - Time In
 - Time Out
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