


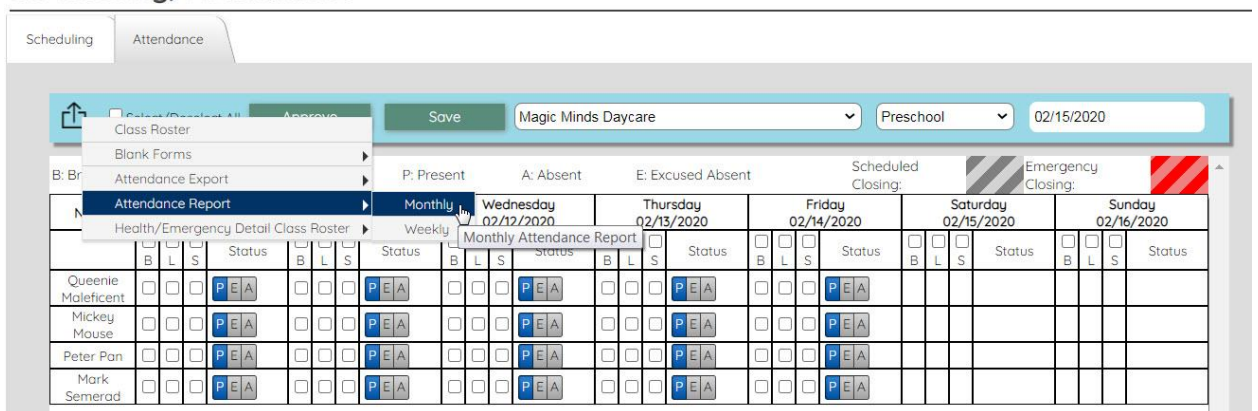


ChildWare 2.0: Running an Attendance Report for PHLprek

Attendance Report:

To create an attendance report for weekly or monthly attendance, follow these steps.

1. To access attendance reports, click on the [Scheduling/Attendance](#) selection on your menu bar.
2. Click on the [Attendance tab](#).
3. [Select Site, Classroom, and Date](#), and then click on the export icon .
4. Scroll down to “[Attendance Report](#)” and choose either [Weekly](#) or [Monthly](#).



Monthly:

1. Select a date from the month
2. Check off the classroom

Monthly Attendance Report

Select a Date from the month
02/15/2020

Select/Deselect All

Site: Little Learners Daycare II
 Koalas PreK - CityPreK

Site: Magic Minds Daycare
 Giraffes LLama Older Toddler
 Preschool Turtles Young Toddler

3. Click Show
4. A PDF of the attendance report will appear on your screen.
5. Click anywhere in the report to see the download and print options



Weekly Attendance View:

Agency: ABC Daycare LLC
 Site: Magic Minds Daycare
Weekly Attendance - Detail
 Active between: 09/03/2018 and 09/09/2018
 Report Date: 07/25/2018

Classroom: Preschool
 Preschool: 3 years to Kindergarten

Child's Name	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Days		ADA
	09/03/2018	09/04/2018	09/05/2018	09/06/2018	09/07/2018	09/08/2018	09/09/2018	Expected	Attended	
Maurice Watson		P	P	P	P	*	*	4	4	100.0%
Coco Chanel		P	P	P	P	*	*	4	4	100.0%
Luke Skywalker		P	P	P	P	*	*	4	4	100.0%
Hans Solo		E	P	P	P	*	*	4	3	75.0%
Attendance Totals:	0	3	4	4	4	0	0	16	15	93.0%

Attendance Legend

P: Present	A: Absent	E: Excused Absence	Scheduled Closing
Emergency Closing	* Not Enrolled	W: Weekend	X Not Recorded/Saved

Monthly Attendance View:

Agency: ABC Daycare LLC
 Site: Magic Minds Daycare
Monthly Attendance - Detail
 Report Date: 07/25/2018

Recorded Attendance for September 2018

Classroom: Preschool
 Preschool: 3 years to Kindergarten

Child's Name	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Total Days	ADA								
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Expected	Attended	
Maurice Watson	W	W		P	P	P	P	W	W	X	X	X	X	X	W	W		X	X	X	X	W	W	X	X	X	X	X	W	W	18	4	22.0%
Coco Chanel	W	W		P	P	P	P	W	W	X	X	X	X	X	W	W		X	X	X	X	W	W	X	X	X	X	X	W	W	18	4	22.0%
Luke Skywalker	W	W		P	P	P	P	W	W	X	*	*	*	*	W	W		*	*	*	*	W	W	*	*	*	*	W	W	5	4	80.0%	
Hans Solo	W	W		A	P	P	P	W	W	X	X	X	X	X	W	W		X	X	X	X	W	W	X	X	X	X	X	W	W	18	3	16.0%
Attendance Totals:	0	0	0	3	4	4	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	59	15	25.0%

Attendance Legend

P: Present	A: Absent	E: Excused Absence	Scheduled Closing
Emergency Closing	* Not Enrolled	W: Weekend	X Not Recorded/Saved

Interrupting the Reports:

Monday, Sept. 3rd and 17th is blacked out on the weekly or monthly attendance report. These are days that the center had a scheduled closing. Notice: NO attendance is recorded for those days.

Notice that for the week of September 11th, 18th and 24th there is an asterisk * on the days of the week. This child was discharged on September 10th. Since Luke Skywalker attended a few days in September – that is all that you see.

If a week has ALL asterisk marks * on every child's name - that week was not properly saved and approved! Go back to the week – review the attendance – SAVE the week and click on the APPROVE button.