

EZReports

# Getting the Most From Your EZReports Software Database

## Guide to Creating Reports

Thomas Kelly Software Associates

Attendance Summary by Session									
Mar 1, 2015 - Apr 10, 2015									
Activity	Session	DOW	Time	Days Scheduled	Days Attendance Recorded	Enrolled Participant	Attended Participant	Participant Days	Average Daily Attendance
Academics Tutoring - English Reading & Writing	ENGLISH: Improve Grammar - SPRING14 - G 6	Wed, Thu, Fri	3:15PM - 4:00PM	18	16	65	65	731	45.69
	ENGLISH: Improve Language Skill - SPRING14 - G 4/5	Wed, Thu, Fri	3:15PM - 4:00PM	18	12	96	96	1,092	91.00
	ENGLISH: Improve Reading Skill - SPRING14 - G 2/3	Mon, Tue, Wed	3:15PM - 4:00PM	18	12	60	60	660	55.00
	ENGLISH: Improve Reading Skill - SPRING14 - G K/1	Tue, Wed, Thu	3:15PM - 4:00PM	18	12	22	22	204	17.00
	ARTS: Drawing & Painting - SPRING14 - G 2/3	Thu, Fri	3:15PM - 4:00PM	12	8	60	60	440	55.00
Arts and Crafts	ARTS: Drawing & Painting - SPRING14 - G K/1	Tue, Wed, Thu	4:00PM - 5:00PM	12	8	22	22	214	14.27
	ARTS: Free hand Drawing - SPRING14 - G 6	Mon, Tue	3:15PM - 4:00PM	12	8	65	65	480	60.00
	ARTS: Free hand Drawing - SPRING14 - G K/1	Mon, Fri	3:15PM - 4:00PM	12	8	22	22	136	17.00

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## 1 SECTION I. OVERVIEW

### 1.1 WHY USE THE EZREPORTS SOFTWARE?

Information recorded and generated from the EZReports software can help you manage your program. This manual will show you what reports you can run from the EZReports software and how you might use the information from each report. It also gives simple instructions to run each of the reports. See Table 1 below for examples on how you can use reports to answer questions about your program.

After-school program managers have found the EZReports software data system very helpful for identifying problems early and making adjustments to increase efficiency and effectiveness of their programs. Throughout the manual you will find examples of how program managers have used reports to help them manage their programs.

#### How you can use the EZReports software to Answer Questions About your Site

Question	Why would this be important?
What is the total number of students served at our site?	Can be used for: Reporting to board of directors Counting the number served for staff planning Making vendor payments based on student numbers Comparing numbers of program participants from month to month Ordering snacks
What is the total number of students attending each class?	Can help answer questions such as: Do students enjoy the class enough to attend it on a regular basis? Is your staffing for that class adequate? Is the class economically feasible (enough students attending to justify the staff time involved)?
What are the demographics of our site?	Can help answer questions such as: What is the male-to-female ratio? Is your program attracting students of both genders? Do you have a target population you would like to serve and are you serving them? Are you reaching students from all grade levels? How do the demographics of the students compare with those of the staff (for example, gender, ethnicity, language spoken, special needs)?

### 1.2 HOW TO USE THIS MANUAL

Section II of this manual discusses reports that cover different types of information of your site.

For each report we describe what information is covered and how to run it. The descriptions include:

- What information is in this report
- What you can learn from this report about your program
- How you can use the information
- How to run the report
- What the report looks like on your computer screen

## 2 SECTION II. EASIEST OF THE EASY: ATTENDANCE AND OTHER BUILT-IN REPORTS

### 2.1 APR WARNINGS

This screen allows you to remove all attendance related warning messages from the **APR Activities** report. You can access this screen from Reports -> DOE -> APR Warnings -> Attendance.

**APR Warnings** Removing APR Activity Warning Messages Read More...

☒ Filter Session by Semester: Fall Save Cancel View Calendar

If there were NO attendees for all the days for the sessions mentioned below then please check the box 'Accept Exception'. Accepting this exception will eliminate this missing attendance warning for this session.

View 20 Warning per Page Go Page 1

**APR warnings**

Check All	Grant / Site / Warnings	Activity	Session	Days Without Attendance	Exception Approved By	Approved On	Action
<input type="checkbox"/>	21st CCLC						
<input type="checkbox"/>	Whitney High School						
	Warning! Attendance has not been recorded for all scheduled days for the following sessions. The days without attendance will not be reported.						
	<b>Literacy</b>						
<input type="checkbox"/>	Academics: Foreign Language Enrichment	Reading French - FALL16 - G 9/10		50			
<input type="checkbox"/>	Academics: Foreign Language Enrichment	Writing French - FALL16 - G 11/12		35			
	<b>Tutoring</b>						
<input checked="" type="checkbox"/>	Academics Tutoring - English Reading & Writing	English Reading - FALL16 - G 9/10/11/12		50	abrown	9/6/2016 5:38:37 AM	
<input type="checkbox"/>	Academics Tutoring - English Reading & Writing	Story Writing - FALL16 - G 9/10/11/12		35			
<input type="checkbox"/>	Computer Skills/applications	Editing Basics - FALL16 - G 9/10		35			
<input checked="" type="checkbox"/>	Computer Skills/applications	Programming Language (C) - FALL16 - G 11/12		50	abrown	9/6/2016 5:38:37 AM	
<input type="checkbox"/>	Mathematics Tutoring	Geometry- FALL16 - G 9/10		35			
	<b>Arts &amp; Music</b>						
<input type="checkbox"/>	Arts and Crafts	Water Colour - FALL16 - G 9/10		50			
	<b>Physical Activity</b>						
<input type="checkbox"/>	Teen Fitness	Swimming - FALL16 - G 11/12		35			
<input type="checkbox"/>	Teen Fitness	Triathlon Training - FALL16 - G 11/12		50			

Save Cancel

This screen shows the list of sessions where attendance has not been entered on all scheduled session dates or no attendance has been recorded and provides the option to remove the attendance related warning message from APR Activities report either by individual session or by all sessions at a time. Here these sessions are listed under their respective Grant. At the top of this page, you will also find an option to filter this screen by Semester.

Here a **Review Calendar** option for each session is also displayed that allows you to review the dates on which session is scheduled but attendance has not been entered. This screen shows the scheduled session dates and the dates where attendance has not been entered. This screen also allows you to remove unnecessary session dates if attendance of that month is not submitted. The dates where attendance has not been entered are highlighted with a background colour.

## 2.2 PARTICIPANTS REPORTS

### 2.2.1 Student Contact Information

Student Contact Information		Displaying Active Students							
Name	Gr	Contact Name	Relation	EC	P	Home Phone	Work Phone	Cell	Email
Abarca, Christian Ph: 323-569-0779, 323-666-7777 8975 Annetta Ave. #C SOUTH GATE CA-90280	4	Agulla, Maria	Biological or adopted father			323-569-0779	999-878-7879	676-868-7687	a.maria@gmail.com
		Abbott, Gomes				323-569-0779		676-868-7787	abgomes@yahoo.com
		Acocia, Gomes	Uncle			989-878-4545	785-451-2325	454-785-4565	
Abbott, Bode Ph: 949-701-2601 5560 Christine Cir Gilroy CA-95020	4	Cortes, David	Biological or adopted father			949-701-2601	458-545-6545	878-797-9798	c.david@gmail.com
		Cortes, Laura	Aunt			323-569-0766	458-565-8569	785-458-5659	c.laura@gmail.com
		Cortes, John				854-854-5456	854-854-5646	875-456-5654	

### What information is in this report?

This report enables you to get the **Contact Details** and 'pick-up' status of the students enrolled with your site. This information is stored in the Family tab of students.

### How do I get this report?

From the menu bar go to **Participants** under **Reports** and choose **Student Contact Information**. You will then be asked to select the required student type. You can also check the option 'Include Parent Address' to include parent's address in the report. Then click on the button that says **Generate Report**.

#### 2.2.2 Adult-Student Relationship

Adult-Student Relationship		Displaying Active Adults		
Adult		Associated Student		
Name	Phone No.	Name	DOB	Site
Cruz, Eunice	545-345-3545	Castro, Chelsea	01/10/2002	Town Elementary School
De la Cruz, Juan	545-435-3535	Bermudez, Trent	09/12/2000	Town Elementary School
Espinosa, Julio	234-243-1441	Cervantes, Ashley	12/04/2002	Town Elementary School
Estrada, Jimmy	352-222-2222	Estrada, Adolfo	11/26/2002	Town Elementary School

### What information is in this report?

This report displays Adult participants and the students associated with those adult participants. Thus the report shows the relationship the adult participants share with the student participant. This info is found in the student's **Family** tab.

### How do I get this report?

This report is available under **Participants** of **Reports** menu. In the report option screen you need to select the required **Adult Type**, **Adult-Student Relationship**. Then select the Adults and click on the button that says **Generate Report**.

#### 2.2.3 Student Mailing Labels

Parent/Guardian of <b>Burnett, George</b> 456 Silver Creek Richvale, California 95917	Parent/Guardian of <b>Benitez, Emmanuel</b> 7915 California Avenue Huntington Park, California 90255	Parent/Guardian of <b>Cortes, Juliana</b> 7126 Rugby Ave. Huntington Park, California 90255
Parent/Guardian of <b>Lam, Steve</b> 1457 Surfside Ct. Sun Valley, California 91342	Parent/Guardian of <b>Bermudez, Ayden</b> 1846 E. 69th St. LA, California 90001	Parent/Guardian of <b>Cruz, Evelyn</b> 6508 Rita Ave #118 HP, California 90255

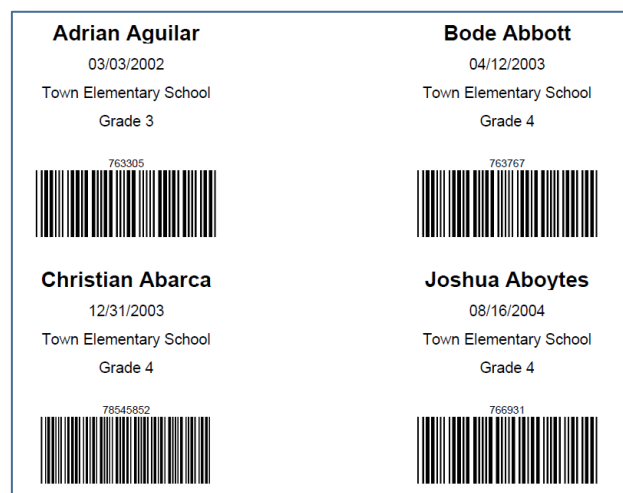
## What information is in this report?

This report allows you to generate the mailing addresses of the participating Students.

## How do I get this report?

This report is available under **Participants of Reports** menu. In the report option screen you need to select the required **Student Type** and click on **Generate Report**.

### 2.2.4 Student BarCode Badge



## What information is in this report?

Using this report you can print **Student Barcode Badge** on **Avery Cards (Product number 5390)**. In these badges, along with the Name, Barcode and District, you can also include the Grade Level, School, DOB, Phone Number, Home Room Teacher, Group Name, Group Leader Name and UDF fields of the students.

The fields Group Name, Group Leader Name will print value if only the site has Group Enrollment option.

## How do I get this report?

This report is available under **Participants of Reports** menu. In the report option screen you need to select the required **Student Type** of specific students from a list. Then select the other required fields under the **Select Report Output Fields** section and click on **Print Badge**.

## 2.2.5 Student Teacher Report

Student Teacher Report											
All Attended Students											
Student Name	Gr	Days Attended	First Teacher			Second Teacher			Third Teacher		
			Name	Is Primary?	Subjects	Name	Is Primary?	Subjects	Name	Is Primary?	Subjects
Abarca, Christian District StudentID : 78545852	4	127	Bugg, Dee	No	Writing	Alfaro, Brandon	No	Writing	Anshutz, David	No	Writing
Abbott, Bode District StudentID : 763767	4	125	Adams, John	Yes	Mathematics, Science, Social Studies	Attebery, Eileen	No	English/Reading, History, Writing, Speaking, Listening, Other	Aviles, Nancy	No	Mathematics, Science, Social Studies, Other

### What information is in this report?

This screen allows you to generate a report on the associated teachers of the after school participants. These information are stored in the student's **Academic** tab.

### How do I get this report?

This report is available under **Participants** of **Reports** menu. In the report Option screen you need to select the students based on attendance and click on **Generate Report**.

## 2.2.6 User Defined Fields by Student

User Defined Fields by Student							
Site: Town Elementary School							
Last Name	First Name	DOB	State Student ID	District Student ID	Gender	Juvenile Court	Female Led Household
Abarca	Christian	12/31/2003	458545856	785454	M	Yes	Yes
Abbott	Bode	4/12/2003	9179510591	763767	M	No	No
ABONCE	KEVIN	6/2/1999	451244561	854578	M	Yes	Yes
Aboytes	Joshua	8/16/2004	6600889776	766931	M	No	No
Abrego Jr.	Carlos	9/10/1999	12491	764721	M	No	No

### What information is in this report?

Allows you to generate a report on the user defined fields which are selected in the **User Defined Fields** section under the **Personal** tab of students. This report includes only those students who have data in at least one of the user defined fields selected for the report.

### How do I get this report?

This report is available under **Participants** of **Reports** menu. In the report Option screen you need to select the required **Student Status**, required student details under **Personal/Registration Information** section and select



the required user define fields under **User Defined Fields** section. Then click on the button that says **Generate Report**.

### 2.2.7 Participant Medical Card

Participant Medical Card				
<b>AguilarRomero, David</b>				
<b>Birthday :</b> 09/21/1999		<b>Grade :</b> 3	<b>Gender:</b> M	<b>Teacher :</b> Perez, Christina
<b>Medical Conditions :</b> Asthma				
<b>Transportation to/from Program:</b> School Bus				
<b>Parent Information :</b>				
1.	<b>Name :</b> Alcantar, Laura	<b>Home :</b> 408-430-9425	<b>Work :</b> 875-458-5658	<b>Mobile:</b> 125-244-7545
<b>Home Address :</b> 7525 Forest St. Gilroy, CA - 95020				
<b>Primary Language :</b> English			<b>Email :</b> a.laura@gmail.com	
2.	<b>Name :</b> Alcantar, Jose	<b>Home :</b> 408-430-9425	<b>Work :</b> 458-569-5856	<b>Mobile:</b> 456-966-5455
<b>Emergency Contact Information</b>				
1.	<b>Name :</b> Pawloski, James		<b>Phone :</b> 453-434-5355	
2.	<b>Name :</b> Mayhew, Berry		<b>Phone :</b> 985-458-5654	

### What information is in this report?

This report allows you to generate the **Medical Cards** of all participant(s) who are enrolled in any of the session(s) selected for the report, for at least one day.

### How do I get this report?

This report is available under **Participants of Reports** menu. In the report Option screen you need to select the required session(s) and click on **Generate Report** button. You can also check the option **Include Special Event(s)** to view sessions of special event activity.

### 2.2.8 Student Medical Report

This report allows you to generate the **Medical Cards** of all participant(s) who are enrolled in any of the session(s) selected for the report, for at least one day.

## What information is in this report?

Student Medical Report			
Site : Town Elementary School			
Date : 5/3/2015			
Student			
Last Name	First Name	DOB	District StudentID
Abarca	Christian	12/31/2003	545852
Abbott	Bode	4/12/2003	763767
ABONCE	KEVIN	6/2/1999	85457
AcostaOrduna	Simon	1/23/2001	752249
Aguilar	Amanda	1/15/2001	753953
Aguilar	Cecilia	4/10/2003	763304
AguilarRomero	David	9/21/1999	746538
Aguirre	Felipe	6/4/2002	765368

The first few fields of this report shows the personal information of the participants(s). This is the **Student** section.

Health Record						
Allergies	Limited Ability	Explain LimitedAbility	Is Disable	Type of Disability	Medical Conditions	Current Medications
codeine, Bactrim	Yes	developmentally delayed			spina bifida speech Asthma	
Amoxicillin			Yes	Hrading	wears hearing aid	
dust						concerta 27mg
seasonal asthma	Yes	hearing aid			Is easily distracted	inhaler
Fur					Borderline Hypoglycemic	AD8, AD9
bug bites/ perfume	Yes	Very Shy and Withdrawn			Surgery site on back of neck	
Dust allergy					Asthma	inhaler
seafood					Asthma	inhaler
Dust allergy					Asthma	AD8, AD9

The next section of this report is **Health Record**. This section show the fields checked under the **Health Conditions** part of report **Option** screen.

## How do I get this report?

This report is available under **Participants** of **Reports** menu. In the report Option screen select all the **Active Students** or **Active Students within a specified date range** and check the required **Health Conditions**. Then click on **Generate Report** button.

## 2.3 ENROLLMENT REPORTS

### 2.3.1 Student Weekly Calendar

Student Weekly Schedule May 3, 2015 - May 9, 2015					
Student Name	Monday 05/04/2015	Tuesday 05/05/2015	Wednesday 05/06/2015	Thursday 05/07/2015	Friday 05/08/2015
Abarca, Christian Grade: 4 SSID: 458545856 DSID: 78545852 Phone: 323-569-0779 Teacher Name: Bugg, Dee Transport: Bus	Arts and Crafts 03:15PM-04:00PM	Arts and Crafts 03:00PM-05:00PM	Academics Tutorin... 03:15PM-04:00PM	Academics Tutorin... 03:15PM-04:00PM	Arts and Crafts 03:00PM-05:00PM
	Computer Skills/a... 04:00PM-05:00PM	Arts and Crafts 03:15PM-04:00PM	Academics Tutorin... 04:00PM-05:00PM	Academics Tutorin... 04:00PM-05:00PM	Academics Tutorin... 03:15PM-04:00PM
	Mathematics Tutor... 05:00PM-06:00PM	Computer Skills/a... 04:00PM-05:00PM	Games, Games and ... 05:00PM-06:00PM	Games, Games and ... 05:00PM-06:00PM	Academics Tutorin... 04:00PM-05:00PM
		Mathematics Tutor... 05:00PM-06:00PM			Games, Games and ... 05:00PM-06:00PM
Abbott, Bode Grade: 4 SSID: 9179510591 DSID: 763767 Phone: 949-701-2601 Teacher Name: Adams, John Transport: * No Transport Mode Defined	Arts and Crafts 03:15PM-04:00PM	Arts and Crafts 03:15PM-04:00PM	Academics Tutorin... 03:15PM-04:00PM	Academics Tutorin... 03:15PM-04:00PM	Academics Tutorin... 03:15PM-04:00PM
	Computer Skills/a... 04:00PM-05:00PM	Computer Skills/a... 04:00PM-05:00PM	Academics Tutorin... 04:00PM-05:00PM	Academics Tutorin... 04:00PM-05:00PM	Academics Tutorin... 04:00PM-05:00PM
	Mathematics Tutor... 05:00PM-06:00PM	Mathematics Tutor... 05:00PM-06:00PM	Games, Games and ... 05:00PM-06:00PM	Games, Games and ... 05:00PM-06:00PM	Games, Games and ... 05:00PM-06:00PM

#### What information is in this report?

This report displays the weekly schedule of the participants of the after-school program.

#### How do I get this report?

This report is available under **Enrollment** of **Reports** menu. In the report Option screen select the month, year and week. Under **Include Fields** section choose if Activity or Session name to be shown on the report. Then select the **Sort by** option and click on **Generate Report** button.

### 2.3.2 Student Schedule

This is an excel report displaying the after-school Activity and Session schedule of the participants.

#### What information is in this report?

STUDENT SCHEDULE												
First Name	Last Name	State Student ID	District Student ID	Phone No	School Name	Grade	Gender	Teacher Name	Medical Condition	Transport Mode	Why Referred	Bus Route
Christian	Abarca	7458545856	545852	323-569-0779	Town Elementary School	4	Male	Bugg, Dee	spina bifida speech Asthma	Bus		81
Bode	Abbott	9179510591	763767	949-701-2601	Town Elementary School	4	Male	Adams, John	wears hearing aid	School Bus		
Simon	Acosta	7141984266	752249	408-665-1504	Town Elementary School	3	Male	Jah, Simon	Asthma	Bus		65
Annabelle	Adragna	9345518864	767939	408-665-6421	Town Elementary School	3	Female	Yew, Augusta		Walk		
Amanda	Aguilar	6143484914	753953	408-413-9037	Town Elementary School	4	Female	Cruz, Jack	Hypoglycemic ad ADHD	School Bus		

The first few columns of this report show personal details of the students. This part also shows the **Medical Condition** from Medical tab and **Teacher Name** from Academic tab of the students.

Monday				Tuesday				
Activity1	Session1			Activity1	Session1			
	Session	Start Time	Location		Session	Start Time	End Time	Location
Arts and Crafts	CRAFTS: Castle Building - SPRING14 - G 4/5	03:15PM		Arts and Crafts	Drum Line	03:00PM	05:00PM	
Arts and Crafts	CRAFTS: Castle Building - SPRING14 - G 4/5	03:15PM		Arts and Crafts	CRAFTS: Castle Building - SPRING14 - G 4/5	03:15PM	04:00PM	
Academics Tutoring - English Reading & Writing	ENGLISH: Improve Reading Skill - SPRING14 - G 2/3	03:15PM		Academics Tutoring - English Reading & Writing	ENGLISH: Improve Reading Skill - SPRING14 - G 2/3	03:15PM	04:00PM	
Academics Tutoring - English Reading & Writing	ENGLISH: Improve Reading Skill - SPRING14 - G 2/3	03:15PM		Academics Tutoring - English Reading & Writing	ENGLISH: Improve Reading Skill - SPRING14 - G 2/3	03:15PM	04:00PM	
Arts and Crafts	CRAFTS: Castle Building - SPRING14 - G 4/5	03:15PM		Arts and Crafts	CRAFTS: Castle Building - SPRING14 - G 4/5	03:15PM	04:00PM	

Rest of the columns of this report show Activity and Session schedule of the participants by day.

### How do I get this report?

This report is available under **Enrollment** of **Reports** menu. In the report Option screen select the month, year and week and click on **Generate Report** button.

### 2.3.3 Participant Activity Schedule

Participant Activity Schedule							
Apr 6, 2015 - Apr 10, 2015   Displaying All Students							
Student: Abarca, Christian							
Date	Day	Begins	Ends	Activity	Session	Staff Name	Location / Room No
04/06/2015	Monday	03:15 PM	04:00 PM	Arts and Crafts	CRAFTS: Castle Building - SPRING14 - G 4/5	Jane Ashlyn	
04/06/2015	Monday	04:00 PM	05:00 PM	Computer Skills/applications	COMPUTERS: Basic LOGO - SPRING14 - G 4/5	Rodriguez Jack	
04/06/2015	Monday	05:00 PM	06:00 PM	Mathematics Tutoring	MATH: Fractions - SPRING14 - G 4/5	Rodriguez Anna	
04/07/2015	Tuesday	03:00 PM	05:00 PM	Arts and Crafts	Drum Line G 4/5/6	Abusumaia Jonny	
04/07/2015	Tuesday	03:15 PM	04:00 PM	Arts and Crafts	CRAFTS: Castle Building - SPRING14 - G 4/5	Jane Ashlyn	

### What information is in this report?

This is a report on the activity scheduled by date for each student within the specified date range.

### How do I get this report?

This report is available under **Enrollment** of **Reports** menu. In the report Option screen specify the date range, select the participant type and status. Then click on **Generate Report** button.

### 2.3.4 Enrollment List by Session

In this report you can generate an excel report with the list of students enrolled under specific activities and sessions along with their release information for a specified date range.

#### What information is in this report?

Enrollment List by Session					
Site : 'Town Elementary School'					
Start Date: '3/3/2015' End Date: '3/24/2015'					
Activity: 'Academics Tutoring - English Reading & Writing'					
Session : 'ENGLISH: Improve Grammer - SPRING14 - G 6'					
Student Name	DOB	District StudentID	Gender	Ethnicity	Race
Aguirre, Salomon	5/16/1996	115571	Male	Hispanic	Asian
Alvarez, Simon	5/3/2006	965236	Female	Hispanic	Some Other Race
Arteaga, Gerardo	1/12/2006	965052	Male	Hispanic	Some Other Race
Aveves, Estefania	12/4/1996	728624	Female	Hispanic	Native Hawaiian or Pacific Islander
Barragan, Natalie	11/12/2006	964559	Female	Hispanic	Some Other Race

The first few columns of this report show the Personal information of the students who are enrolled in the session, selected for the report, at least for one day within the specified date range.

Enrollment Date	DE-Enrollment Date	Days Attended	Days Scheduled	Parent Consent form	Liability Waiver	Registration form	Transportation	Parent Signature	Liability Waiver Signed
1/4/2015		6	9	Yes	No	No	Yes	Yes	No
1/4/2015	3/18/2015	5	9	Yes	Yes	Unknown	Unknown	No	No
1/4/2015		6	9	Yes	No	Yes	No	No	No
1/4/2015	3/18/2015	4	9	Yes	No	No	Unknown	Yes	Yes
1/4/2015		6	9	Yes	Yes	Yes	No	Yes	Unknown

The next few fields show the latest **Enrollment** and **De-enrollment** date of the student at the session, total number of days the session is scheduled for the student and total number of days the session is attended by the student within the date range.

Rest of the fields show the selected **Releases** and their status as specified in the student's Personal tab.

#### How do I get this report?

This report is available under **Enrollment** of **Reports** menu. In the report Option screen specify the date range, select the required session and Releases. Then click on **Generate Report** button.

## 2.3.5 Student Simultaneous Enrollment

Student Simultaneous Enrollment							Apr 6, 2015 - Apr 10, 2015		
Name	District StudentID	Gr	Session	DOW	Start Time	End Time			
Alvarado, Edward DOB: 8/31/2000	374416	4	Drum Line G 4/5/6	Tue	3:00PM	5:00PM			
			CRAFTS: Castle Building - SPRING14 - G 4/5	Tue	3:15PM	4:00PM			
			COMPUTERS: Basic LOGO - SPRING14 - G 4/5	Tue	4:00PM	5:00PM			
			Drum Line G 4/5/6	Fri	3:00PM	5:00PM			
			ENGLISH: Improve Lanuage Skill - SPRING14 - G 4/5	Fri	3:15PM	4:00PM			
			ENGLISH: Writing & Comprehension - SPRING14 - G 4/5	Fri	4:00PM	5:00PM			
Aguirre, Salomon DOB: 5/16/1996	115571	6	Drum Line G 4/5/6	Tue	3:00PM	5:00PM			
			ARTS: Free hand Drawing - SPRING14 - G 6	Tue	3:15PM	4:00PM			
			GAMES - Sack Race - SPRING14 - G 6	Tue	4:00PM	5:00PM			
			Drum Line G 4/5/6	Fri	3:00PM	5:00PM			
			ENGLISH: Improve Grammer - SPRING14 - G 6	Fri	3:15PM	4:00PM			
			COMPUTERS: Basic Computer Knowledge and MS Paint - SPRING14 - G 6	Fri	4:00PM	5:00PM			

### What information is in this report?

This report shows the names of the students enrolled in more than one session scheduled on the same Date and Time within the specified date range.

The first few fields show the Name, District Student ID and Grade Level of the students. Rest of the fields show the session names and days of week of the sessions and Start Time and End Time of the sessions.

### How do I get this report?

This report is available under **Enrollment** of **Reports** menu. In the report Option screen specify the date range and click on **Generate Report** button.

## 2.4 ATTENDANCE REPORTS

### 2.4.1 Summary by Site

Attendance Summary by Site												Mar 1, 2015 - Mar 31, 2015   Participant: Students   Grade Levels: All		
Total Registered Participant	Total Enrolled Participant	Total Attended Participant	Total Participant Days	Total Scheduled Days	Total Attendance			Average						
					Days	Hours	Weeks	Daily Attendance	Days Attended	Hours Attended	Days Per Week			
305	243	243	4,509	26	20	55:00	4	225	18.56	50.80	5			

## What information is in this report?

This report provides an overall attendance summary. This report enables you to generate the following count for each of the selected site **for the specified date range**.

- The total registered participants who were active at least for one day.
- Total participants enrolled in the sessions at least for one day.
- Total unduplicated number of participants who attended at least one day. That is, if a student attended 2 sessions on Day1 and 3 sessions on Day2. Then for Day1 and Day2 that student will be counted once.
- Total duplicated number of participants with at least one attended. That is, if 2 students have attended 3 sessions on Day1 and the same 2 students attended 2 sessions on Day2. Then for Day1 and Day2 the count will be  $(2+2) = 4$ .
- Total number of days on which at least one session is scheduled. That is, if more than one session is scheduled on a day, then also that day will be considered once.
- Total count of non-duplicate session days with at least one attendance.
- Non-duplicate session hours of the sessions with at least one attendance.
- Total number of weeks of the session with attendance.
- Average daily attendance.
- Average days attended by the students with at least one attendance.
- Average hours attended by the students with at least one attendance.
- Weekly average of program days.

## How do I get this report?

This report is available under **Attendance of Reports** menu. In the report Option screen specify the date range, select the required Participant type, Filter Student by Grade Level if required and then click on **Generate Report** button.

You can also check the option **Include Attendance Hours** to include attendance hours in the report.

### 2.4.2 Summary by Session

Attendance Summary by Session		Mar 2, 2015 - Mar 20, 2015							
Activity	Session	DOW	Time	Days Scheduled	Days Attendance Recorded	Enrolled Participant	Attended Participant	Participant Days	Average Daily Attendance
Academics Tutoring - English Reading & Writing	ENGLISH: Improve Grammar - SPRING14 - G 6	Wed, Thu, Fri	3:15PM - 4:00PM	9	9	65	65	540	60.00
	ENGLISH: Improve Language Skill - SPRING14 - G 4/5	Wed, Thu, Fri	3:15PM - 4:00PM	9	9	96	96	819	91.00
Arts and Crafts	ARTS: Drawing & Painting - SPRING14 - G 2/3	Thu, Fri	3:15PM - 4:00PM	6	6	60	60	330	55.00
	ARTS: Drawing & Painting - SPRING14 - G K/1	Tue, Wed, Thu	4:00PM - 5:00PM	9	9	22	22	153	17.00

## What information is in this report?

Allows you to view enrollment and attendance summary of the regular sessions that are scheduled within the specified date range. This report lists the activities and their sessions and shows the weekly scheduled days and scheduled time of each session followed by,

- Total days on which session is scheduled.
- Total days where participants have attended the session.
- Total participants enrolled in the session at least for one day within the specified date range.
- The unduplicated participants who attended the session at least for one day.
- Sum of total number of days the session is attended by each participant. That is, the duplicated count of participants who attended the session.
- The daily average of total attendance entered for the session

## How do I get this report?

This report is available under **Attendance of Reports** menu. In the report Option screen specify the date range, select the required session(s) and then click on the button that says **Generate Report**.

### 2.4.3 Participant Attendance By Semester

Participant Attendance By Semester						Jun 1, 2014 - May 3, 2015   Participant: Students												
#	Name	DOB	District StudentID	Grade	Site	Regn. Date	Summer Days			Fall Days			Spring Days			Total Days		
							Schd	Att'd.	Att'd. %	Schd	Att'd.	Att'd. %	Schd	Att'd.	Att'd. %	Schd	Att'd.	Att'd. %
1	Abarca,Christian	12/31/2003	78545852	4	Town Elementary School	06/06/2012	44	27	61.36	112	61	54.46	102	38	37.25	258	126	48.84
2	Abbott,Bode	04/12/2003	763767	4	Town Elementary School	06/06/2012	44	26	59.09	102	63	61.76	85	36	42.35	231	125	54.11
3	ABONCE,KEVIN	06/02/1999	85457	9	Town Elementary School	04/01/2015	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
4	ABONCE CHAVEZ,ESTEPHANI	06/01/1999	85456	9	Town Elementary School	11/21/2014	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00
5	Aboytes,Joshua	08/16/2004	766931	4	Town Elementary School	06/06/2012	44	26	59.09	0	0	0.00	0	0	0.00	44	26	59.09
6	Abrego Jr.,Carlos	09/10/1999		5	Town Elementary School	08/12/2014	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00

## What information is in this report?

This report shows the attendance of each participant by semester who was active at least for one day within the specified date range.

For each student, the report shows the demographic information like, - Name, DOB, District Student ID and Grade level and the registration date. In the next few columns the report shows,

- Number of session days scheduled for each student at each semester and within the specified date range.
- Number of days attended by the student at each semester and within the specified date range.
- Attendance percentage of the student.



## How do I get this report?

This report is available under **Attendance of Reports** menu. In the report option screen you will be asked to specify the date range, select the required Participant type. Select required criteria and click on the button that says **Generate Report**.

### 2.4.4 Participant Attendance by Provider

Participant Attendance By Provider				
Apr 1, 2015 - Apr 10, 2015   Provider : Boys Club   Participants : Students				
S. No.	Student Name	District StudentID	Grade	Days Attended
Total Students Attended: 11      Total Student-Days: 30				
<b>Activity:</b> Academics Tutoring - English Reading & Writing				
<b>Session:</b> ENGLISH: Improve Grammer - SPRING14 - G 6				
1	Aguirre,Salomon	115571	6	4
2	Alvarez,Simon	3965236	6	1
3	Aveves,Estefania	728624	6	3
4	Barrera,Joshua	34532453245	6	3
<b>Activity:</b> Academics Tutoring - English Reading & Writing				
<b>Session:</b> ENGLISH: Writing & Comprehension - SPRING14 - G 4/5				
5	Aguilar,Cecilia	763304	4	3
6	Ahmed,Briana	759322	4	3
7	Alarcon,Alexandra	749392	4	3
<b>Activity:</b> Arts and Crafts				
<b>Session:</b> ARTS: Drawing & Painting - SPRING14 - G K/1				
8	Alva,Arliny		1	2
9	Barrientos,Fernando	394402	K	2
10	Espinosa,Stephanie	390006	1	3
11	Hernandez,Samantha	390033	1	3
<b>Total :</b> Unduplicated Students Attended: 11      Total Student-Days: 30				

## What information is in this report?

This report shows the attendance count of each participant within the specified date range for a selected provider. This report considers only those students with at least one marked attendance in the session(s) associated with the selected provider within the specified date range. The following information can be retrieved from this report,

- The number of days the session is attended by each student within the specified date range.
- The total unduplicated count of students who attended the sessions associated with the selected provider within the specified date range. That is, if any student has attended more than one session then that student will be counted once.
- The total number of days attended by the students.

## How do I get this report?

This report is available under **Attendance** of **Reports** menu. In the report option screen you will be asked to specify the date range, select the required Participant type and provider. Select required criteria and click on the button that says **Generate Report**.

### 2.4.5 Participant Attendance by Activity

Participant Attendance by Activity							
Site : Town Elementary School							
Date : 3/17/2015 to 4/16/2015							
Participant Type: Student							
SiteID	StudentIDs			Academics Tutoring - English Reading & Writing		Arts and Crafts	
	State StudentID	District StudentID	EZReports StudentID	Day	Hour	Day	Hour
93	6125179274	374416	2273	6	10.5	3	2.25
	6112289384	389799	2274	6	10.5	3	2.25
	8152008838	388000	2275	5	3.75	4	3
	5112136822	374419	2276	6	10.5	3	2.25
	7115286396	373905	2277	6	10.5	3	2.25
	9157787561	394402	2279	4	3	8	7.5
	7125179016	373880	2282	6	10.5	3	2.25
	3169683527	390041	2283	5	3.75	4	3
	1062895173	388426	2284	5	3.75	4	3
	2112865975	390321	2286	6	10.5	3	2.25

## What information is in this report?

This report allows viewing the days and hours attended by each student at the activities for the specified date range. This report provides,

- **State Student ID, District Student ID, EZReports IDs** of the students who attended the sessions of that site within the specified date range.
- For each activity of the specified date range the report shows the count of **Days** where the student has attended at least one session of the activity within the specified date range. This is an unduplicated count, that is, if on a day, a participant has attended two sessions of the activity then that day will be counted once.
- Count of non-duplicated session **Hours** of the sessions which have at least one marked attendance within the specified date range. The unduplicated count is considered here as well. For example, if a session is scheduled from 3pm to 4 pm and another session is scheduled from 3 pm to 5 pm. The count of this field will be 2 hours.

## How do I get this report?

From the menu bar go to **Attendance** under **Reports** and choose **Participant Attendance by Activity**. In the report option screen specify the required date range and participant type. Then click on the button that says **Generate Report**.

## 2.4.6 Participant Attendance by Session

### Participant Attendance by Session

Site : Town Elementary School

Date : 4/1/2015 to 4/10/2015

Participant Type : Student

Student Name	Date of Birth	District StudentID	State StudentID	Activity	Session	Total Days Enrolled	Total Days Attended	Total Time (Hr : Min)
Aguilar, Cecilia	4/10/2003	728624	8178561538	Academics Tutoring - English Reading & Writing	ENGLISH: Writing & Comprehension - SPRING14 - G 4/5	6	3	3:00
Aguirre, Salomon	5/16/1996	115571	2027460475	Academics Tutoring - English Reading & Writing	ENGLISH: Improve Grammer - SPRING14 - G 6	6	4	3:00
Aguirre, Salomon	5/16/1996	115571	2027460475	Computer Skills/applications	COMPUTERS: Basic Computer Knowledge and MS Paint - SPRING14 - G 6	6	1	1:00
Ahmed, Briana	6/30/2003	759322	7179188106	Academics Tutoring - English Reading & Writing	ENGLISH: Writing & Comprehension - SPRING14 - G 4/5	6	3	3:00

### What information is in this report?

From this report you can get the count of total days and total hours attended by each participant for each session within the specified date range. This report provides,

- The name, date of birth, State Student ID and District Student ID of the students with at least one attendance marked in the session within the specified date range.
- Name of Activity and Sessions where students have attendance within the specified date range.
- Total number of days scheduled at the session for the student within the specified date range.
- Total number of days the student has attended the session within the specified date range.
- Total duration of scheduled time of each session for all the days with at least one attended within the specified date range.

### How do I get this report?

This report is present under **Attendance** of **Reports** menu. In the report option screen you need to specify the date range, select the required participant type and click on **Generate Report** button. This report also has an option to filter students by attendance days and hours.

## 2.4.7 Participant Attendance Summary

Participant Attendance Summary					Mar 1, 2015 - Mar 15, 2015   Participants: Students													
Name	Grade	District Student ID	State Student ID	Regn. Date	Last Day Attended	Regular Session												Total Days Attdd.
						Days Sched.	Days Attd.	Perc. (%)	Attendance By Weekday									
						Su	Mo	Tu	We	Th	Fr	Sa						
Ahola, Cooper	4	751977	5148079582	06/06/2012	03/13/2015	10	6	60.00%	0	1	1	0	2	2	0	6		
Akhondzadeh, Ali	4	762114	8196861508	06/06/2012	03/13/2015	10	6	60.00%	0	1	0	1	2	2	0	6		
Alarcon, Alexandra	4	749392	6122339324	06/06/2012	03/13/2015	10	6	60.00%	0	1	2	1	1	1	0	6		
AlavezJimenez, Daniela	P	763802	5196673102	06/06/2012		0	0	0.00%								0		
Alcaide Campos, Bruno	4	768334	5692552874	06/06/2012	03/12/2015	10	6	60.00%	0	1	1	2	1	1	0	6		
Alcaide Campos, Yoana	4	768329	9012446392	06/06/2012	03/12/2015	10	8	80.00%	0	2	2	2	1	1	0	8		
AlcantarRubio, Lorena	3	760130	6179185484	06/06/2012	03/13/2015	10	4	40.00%	0	1	0	1	1	1	0	4		
Alegria Gomez, Esmeralda	4	766047	5159294280	06/06/2012	03/13/2015	10	8	80.00%	0	2	2	2	1	1	0	8		
Alfaro, Adrian	4	762124	5197033912	06/06/2012	03/13/2015	10	8	80.00%	0	2	2	2	1	1	0	8		

## What information is in this report?

This report provides an overall attendance summary for the participants within the specified date range. The report provides,

- Personal details like, Name, Grade level, District Student ID, State Student ID and Registration date of the students.
- The last Day attended by the student within the specified date range.
- Total number of days for which the corresponding student has session dates.
- Total number of days for which the corresponding student has attendance.
- Percentage of attendance of each student.
- Attendance of each participant at each day of the week for the specified date range.
- Total attendance of each student within the specified date range.

## How do I get this report?

This report is present under **Attendance of Reports** menu. In the report Option screen you need to specify the date range, select the required participant type and click on **Generate Report** button.

### 2.4.8 Participant Monthly Attendance

Participant Monthly Attendance					March, 2015   Participants : Students   All Activities Session: All Sessions																											
	02	03	04	05	06	07	09	10	11	12	13	14	16	17	18	19	20	21	23	24	25	26	27	28	30							
Andrews, Nichole,(5);678752	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		A							
Angeles, Isaiah,(4);765930	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		A							
Angelino, Timothy,(3);750157	P	P	P	P	A		P	P	P	A	P		P	P	P	P	A		P	P	P	A	P		A							
Anshutz, Liam,(4);750374	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		A							
Antepenko, Nathan,(3);746305	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		A							
Anthony, Marcques,(4);763045	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		A							
Antonio, Eugene,(3);753143	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		A							
Antrim, Jasmine,(3);766070	P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		P	P	P	P	P		A							

## What information is in this report?

This report provides monthly attendance details of participants. The first column shows the LastName, FirstName, Grade level and District StudentID of the students. Rest of the columns are for the dates of the selected month. The attendance of the student is represented by the following symbols,

- 'A' denotes that the student has not been provided any attendance on that day.
- 'P' denotes the student as present on that day.
- Blank denotes no student enrolled on that day

## How do I get this report?

This report is present under **Attendance of Reports** menu. In the report Option screen you need to select the month, select the required participant type, Activity and click on **Generate Report** button.

## 2.4.9 Participant Count by day

Participant Count By Day				
Mar 15, 2015 - Mar 30, 2015   Participants : All				
S. No.	Date	Total Attendance		
		Students	Adults	Total
1	03/16/2015	227	5	232
2	03/17/2015	226	5	231
3	03/18/2015	224	4	228
4	03/19/2015	226	5	231
5	03/20/2015	226	6	232
6	03/21/2015*	0	0	0
7	03/23/2015	226	5	231
8	03/24/2015	224	4	228
9	03/25/2015	226	4	230
10	03/26/2015	225	6	231
11	03/27/2015	225	5	230
12	03/28/2015*	0	0	0
13	03/30/2015	0	0	0
Total : Days : 10		2,255	49	2,304
Average Daily Attendance :		225.50	4.90	230.40
Note: * denotes that no session is there for that date				

### What information is in this report?

This report shows count of participants by day with attendance. For each date the report shows the count of student and adults participants who has attendance on that date. The report also provides an average daily attendance of the dates of the selected date range.

The dates without any attendance are marked in red.

### How do I get this report?

This report is present under **Attendance** of **Reports** menu. In the report Option screen you need to specify the date range, select the required participant type and click on **Generate Report** button.

## 2.4.10 Participant Absent Report by Session

Participant Absent Report By Session				
Mar 1, 2015 - Mar 30, 2015   Displaying All Absent participants				
Activity: Academics Tutoring - English Reading & Writing				
Session: ENGLISH: Improve Grammar - SPRING14 - G 6				
S. No.	Student Name	District StudentID	Grade	Total Days Absent
1	Aguirre Salomon	115571	6	4
2	Alvarez Simon	3965236	6	6
3	Arteaga Gerardo	3965052	6	4
4	Aveves Estefania	728624	6	6
5	Barragan Natalie	3964559	6	4
6	Barrera Joshua	34532453245	6	4
7	Bejar-Penalosa Nancy	3964690	6	4
8	Bobadilla Fernando	34532453245	6	4
9	Buckhorn Nathaniel	864814	6	2
10	Camacho Adrian	624398	6	6
11	Carlos Hennessy	3964731	6	4
12	Castaneda Alondra	3964585	6	4
13	Cerna-Espinosa Aileen	3964917	6	4
14	Cruz-Parerez Miguel	3964591	6	4

## What information is in this report?

This generates the absent report of after school participants by participant for each of the selected session for the specified date range. From this report you can get the name, District Student ID and grade level of the students who was absent from the session and the total number of days the student was absent within the specified date range.

## How do I get this report?

This report is present under **Attendance of Reports** menu. In the report Option screen you need to specify the date range, select the required participant type, select the Sort by option and click on **Generate Report** button.

### 2.4.11 Special Event Attendance Summary

Town Independent School District → Abbott Elementary School

EZReports

Special Event Attendance Summary

Jun 1, 2016 - Dec 12, 2016

Activity Sl.No	Session	Date	Registered Students	Students Attended	Family Members	Attendees not related to Student	Total Attendees
Field Trips/ Special Event 2015- 2016							
1	Entertainment - SUM16 - G K/1/2/3/4/5	06/16/2016	181	164	19	5	188
Field Trips/ Special Event 2015- 2016							
2	Visit to Museum - FALL16 - G K/1/2/3/4/5/A	08/25/2016	181	142	10	5	157
Special Activity- Adults							
3	Parent Class	10/11/2016	193	173	11	5	189

## What information is in this report?

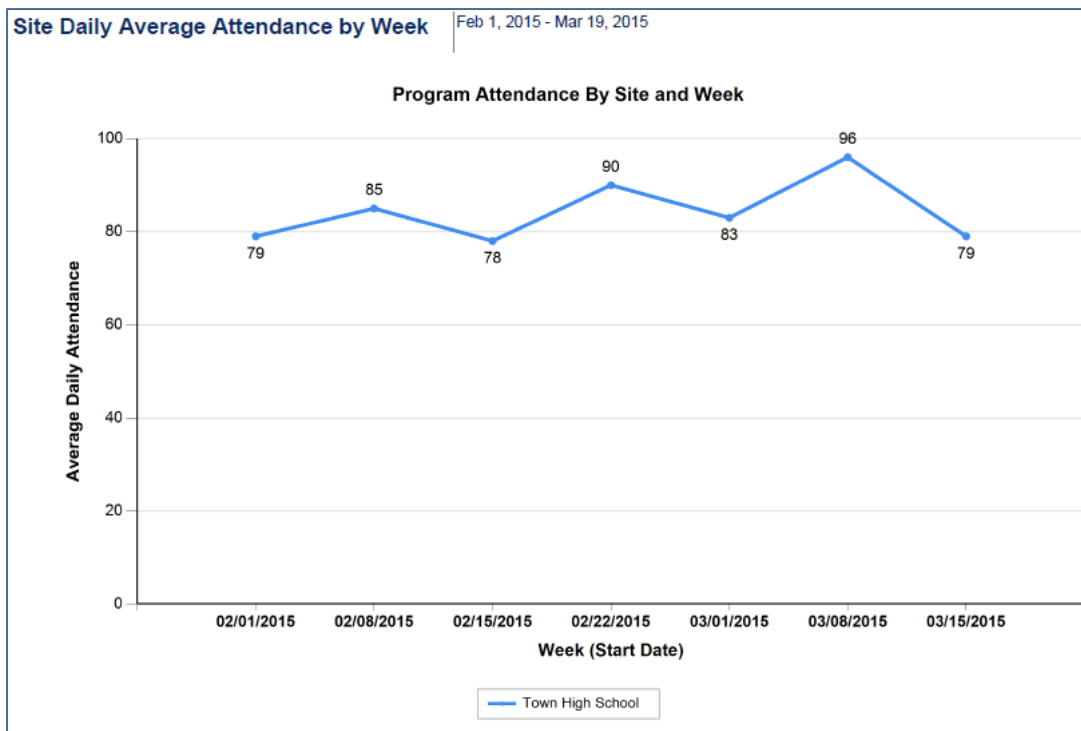
This report shows a summary of the special events scheduled within the specified date range. For each special event activity, this report shows the session name and scheduled date followed by,

- Total number of registered participants who have grade level matching with grade level associated with the special event session.
- Number of registered participants who attended the session.
- Family member count of students as mentioned in **Special Event Enter Attendance** screen.
- The value entered in the **Number of other attendees who are not related to any students** field at special event enter attendance screen of session.
- Total number of Students Attended along with Family Members and Attendees not related to Student.

## How do I get this report?

This report is present under **Attendance of Reports** menu. In the report Option screen you need to select the required year, month and week. Then select the session and click on **Generate Report** button.

## 2.4.12 Graph by Week



### What information is in this report?

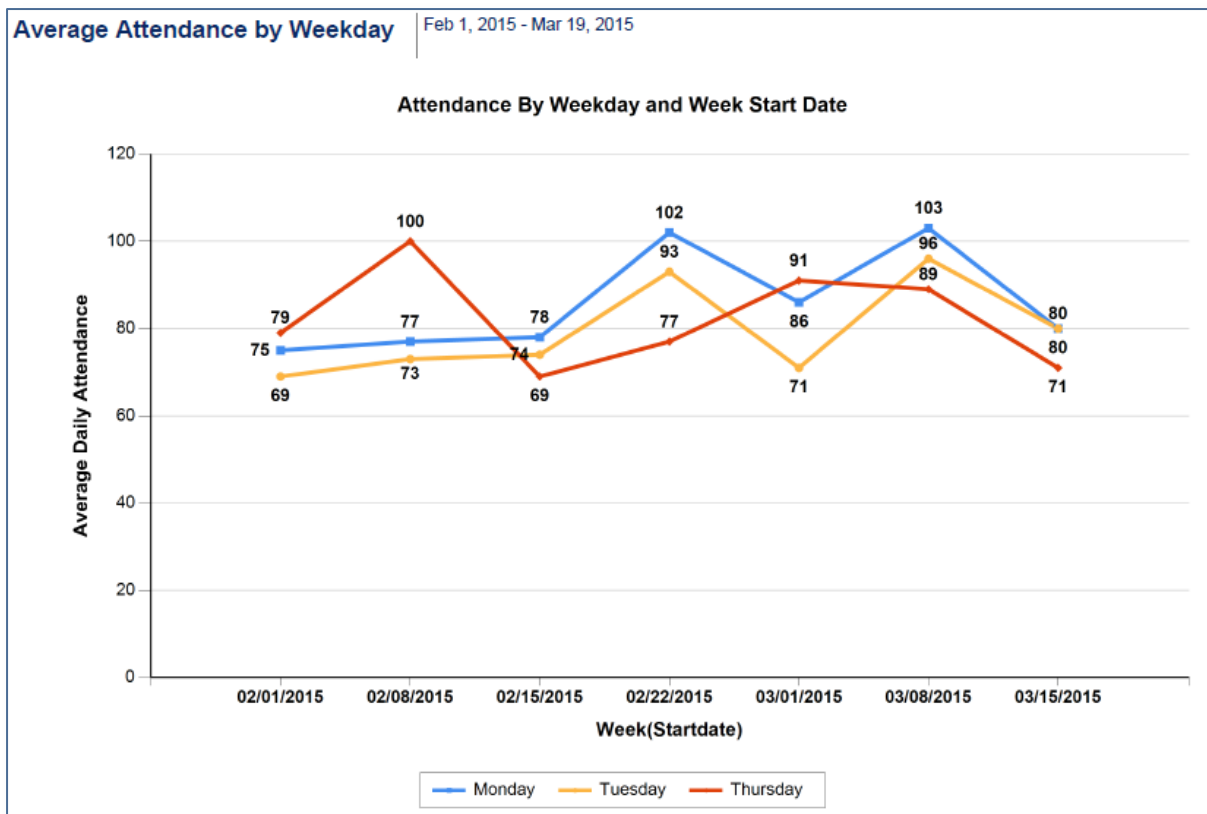
This report displays a graph on average daily attendance of the after-school participants by each week of the specified date range.

The horizontal line shows the start date of weeks, the vertical line shows the scale of average daily attendance.

### How do I get this report?

This report is present under **Attendance** of **Reports** menu. In the report Option screen you need to specify the date range and click on **Generate Report** button.

### 2.4.13 Graph by Week Day



#### What information is in this report?

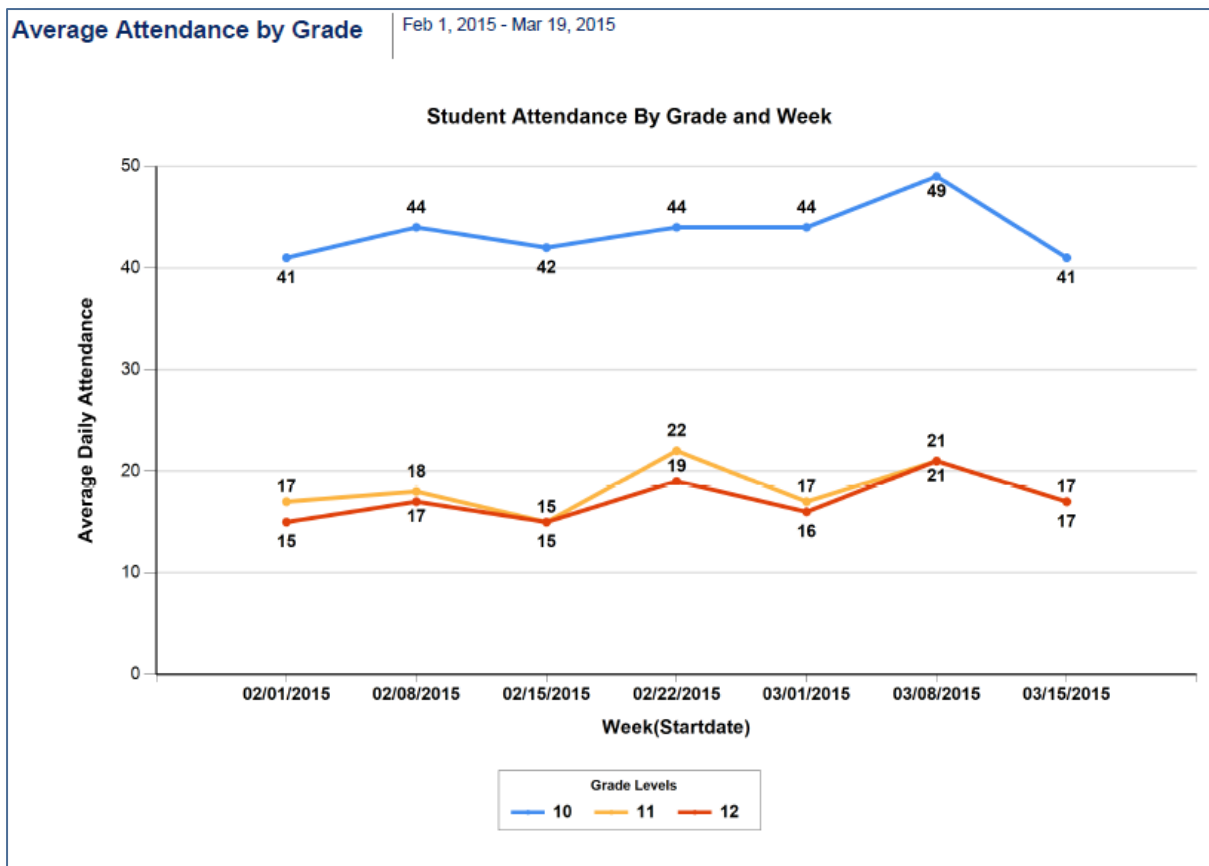
This report provides a graph on average daily attendance of the selected day(s) of week for the specified date range. In this report, the horizontal line shows the start date of weeks, the vertical line shows the scale of average daily attendance and the selected days are represented by separate color.

#### How do I get this report?

This report is present under **Attendance** of **Reports** menu. In the report Option screen you need to specify the date range, select the weekday(s) and then click on **Generate Report** button.



## 2.4.14 Graph by Grade



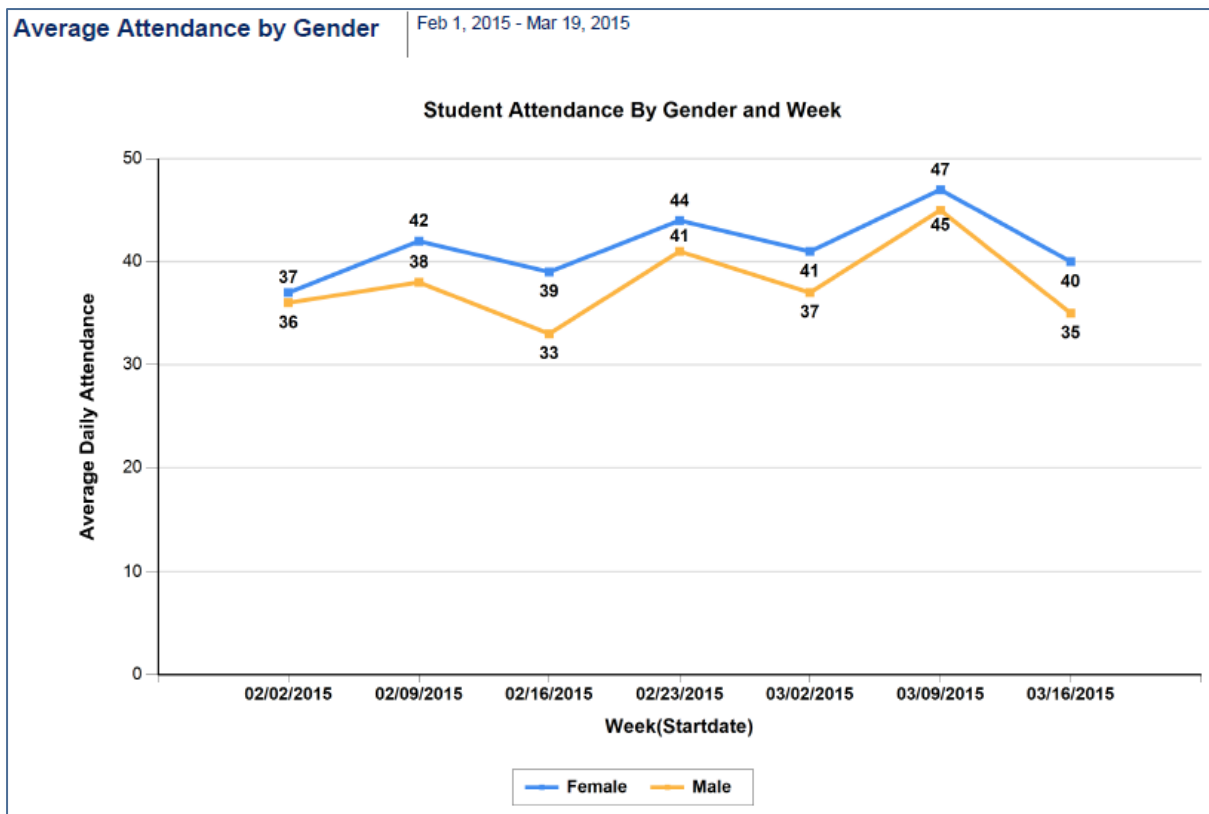
### What information is in this report?

This report provides a graph of average daily attendance of the selected grade level(s) for the specified date range. In this report, the horizontal line shows the start dates of weeks, the vertical line shows the scale of average daily attendance and the selected grade levels are represented by separate colors.

### How do I get this report?

This report is present under **Attendance** of **Reports** menu. In the report Option screen you need to specify the date range, select the grade level(s) and then click on **Generate Report** button.

### 2.4.15 Graph by Gender



#### What information is in this report?

This report provides a graph of average daily attendance by gender for the specified date range. In this report, the horizontal line shows the start date of weeks, the vertical line shows the average daily attendance and the genders are represented by separate colors.

#### How do I get this report?

This report is present under **Attendance** of **Reports** menu. In the report option screen specify the date range and click on **Generate Report** button.

## 2.4.16 Check-In Check-Out Report By Day (only for sites with Daily - Badge Scan/PIN attendance option)

Check-In Check-Out Report By Day							
Site:		Whitney High School					
Date:		03/03/2015					
Student Name	DOB	Grade	District StudentID	Check-In hh:mm	Check-Out hh:mm	Hours Attended hh:mm	Total Hours Attended hh:mm
Abbey, Jasmine	03/12/2002	10	854785	03:15 PM	06:00 PM	2:45	2:45
Anchondo, Adrian	08/26/2002	10	854565	03:15 PM	06:00 PM	2:45	2:45
Balbuena, Jaqueline	06/05/2005	12	854585	03:15 PM	06:00 PM	2:45	2:45
Barrios, Evelyn	12/28/2002	11	854747	03:15 PM	06:00 PM	2:45	2:45
Bueno, Thomas	09/08/2004	11	854704	03:15 PM	06:00 PM	2:45	2:45
Burkhardt, Josiah	04/14/1994	10	854684	03:15 PM	06:00 PM	2:45	2:45
Cabral, Aaliyah	06/18/2007	12	854902	03:15 PM	06:00 PM	2:45	2:45

### What information is in this report?

This report allows you to generate a list of students who Checked-In within the specified date range.

### How do I get this report?

This report is present under **Attendance of Reports** menu of the site with the attendance option Daily - Badge Scan/PIN attendance. In the report option screen specify the date range, select required grade levels, select **Show Attendance for** and **sort by** option and then click on **Generate Report** button.

## 2.4.17 Check-In /Check-Out By Session (for sites with Drop-in Badge Scan/PIN, Session-Daily, Daily-Daily attendance option)

Check-In /Check-Out By Session Report											
				Site:	Wilson High School						
				Period:	3/1/2015	To	3/7/2015				
								Monday (3/2/2015)			
Activity	Session	Last Name	First Name	DOB	Grade	Check-In	Check-Out	Total Hours hh:mm	Check-In	Check-Out	Total Hours hh:mm
Academics Tutoring - English Reading & Writing	ENGLISH - Essay Writing Skills - SPRING14- G 12	Aguayo	Magaly	4/7/1995	12	3:15PM	4:00PM	0:45	3:15PM	4:00PM	0:45
		Hernandez	Angie	9/29/1999	12	3:15PM	4:00PM	0:45	3:15PM	4:00PM	0:45
		Hernandez	Barbara	1/28/1997	12	3:15PM	4:00PM	0:45	3:15PM	4:00PM	0:45
		Jimenez	Sismai	8/4/1999	12	3:15PM	4:00PM	0:45	3:15PM	4:00PM	0:45
Academics Tutoring - English Reading & Writing	TUTORING - Comprehension - SPRING14 - G 10	Absumaia	Aisha	2/17/2005	10	3:15PM	4:00PM	0:45	3:15PM	4:00PM	0:45
		Arguelles	Ashley	4/15/2004	10	3:15PM	4:00PM	0:45	3:15PM	4:00PM	0:45
		Carrazco	Faviola	12/18/2000	10	3:15PM	4:00PM	0:45	3:15PM	4:00PM	0:45
		Castanon	Carolina	1/14/1995	10	3:15PM	4:00PM	0:45	3:15PM	4:00PM	0:45

### What information is in this report?

This report allows you to generate an excel report on the weekly Check In / Check Out time of students who have attended the session. This report also shows the Total Hours attended by the students.

The first few fields show the Activity and session name followed by the details of the student like, Name, DOB, and Grade level. The rest of the columns show the check-in and check-out time of each student by day in the session and duration of the session.

### How do I get this report?

This report is present under **Attendance of Reports** menu of the site with the attendance options Drop-in Badge Scan/PIN or Session-Daily or Daily-Daily attendance. In the report Option screen select the required week and click on Show Session. Then select the required session and click on **Generate Report** button.

#### 2.4.18 Check-In /Check-Out By Week (for sites with Drop-in Badge Scan/PIN, Session-Daily, Daily-Daily attendance option)

Check-In /Check-Out By Week Report												
				Site:		Wilson High School						
				Period:		2/8/2015	To		2/14/2015			
				Monday (2/9/2015)			Tuesday (2/10/2015)			Wednesday (2/11/2015)		
Last Name	First Name	DOB	Grade	Check-In	Check-Out	Total Hours hh:mm	Check-In	Check-Out	Total Hours hh:mm	Check-In	Check-Out	Total Hours hh:mm
Absumaia	Aisha	2/17/2005	10	3:15PM	6:00PM	2:45	1:00PM	6:00PM	5:00	3:15PM	6:00PM	2:45
Abusumaia	Nour	8/11/2003	11	3:15PM	6:00PM	2:45	3:15PM	6:00PM	2:45	3:15PM	6:00PM	2:45
Aguayo	Magaly	4/7/1995	12	3:15PM	6:00PM	2:45	3:15PM	6:00PM	2:45	3:15PM	6:00PM	2:45
ALCEUSI	MYLES	1/15/2001	10	3:15PM	6:00PM	2:45	1:00PM	6:00PM	5:00	3:15PM	6:00PM	2:45

### What information is in this report?

This report allows you to generate an Excel Report on the weekly Check In / Check Out time of the students who have attended at least one day.

The first few fields of the report show the details of the students. Rest of the fields show the Check-in and Check-out time and Total Hours attended by the student at each day of the week.

### How do I get this report?

This report is present under **Attendance of Reports** menu of the site with the attendance options Drop-in Badge Scan/PIN or Session-Daily or Daily-Daily attendance. In the report Option screen select the required week and click on **Generate Report** button.

## 2.4.19 Check-In/ Check-Out By Student (for sites with Drop-in Badge Scan/PIN, Session-Daily attendance option)

Check-In/ Check-Out By Student										
Site- <u>Wilson High School</u>										
Period- <u>2/1/2015 to 2/5/2015</u>										
Sl. No	Last Name	First Name	District StudentID	Date of Birth	Grade	Date	Session	CheckIn	CheckOut	Total Hours
1	Absumaia	Aisha	395264	2/17/2005	10	2/2/2015	TUTORING - Comprehension - SPRING14 - G 10	3:15PM	4:00PM	0:45
							DANCING: Ballet - SPRING14 - G 10	4:00PM	5:00PM	1:00
							MATHEMATICS: Trigonometry - SPRING14 - G 10	5:00PM	6:00PM	1:00
						Total	Session count: 3			2:45
						2/4/2015	TUTORING - Comprehension - SPRING14 - G 10	3:15PM	4:00PM	0:45
							DANCING: Ballet - SPRING14 - G 10	4:00PM	5:00PM	1:00
							MATHEMATICS: Trigonometry - SPRING14 - G 10	5:00PM	6:00PM	1:00
						Total	Session count: 3			2:45
						2/5/2015	Academics: Learn German - SPRING14 - G 10	5:00PM	6:00PM	1:00
							ART: Oil Painting - SPRING14 - G 10	1:00PM	4:00PM	3:00
							COMPUTERS: COBOL - SPRING14 - G 10	4:00PM	5:00PM	1:00
						Total	Session count: 3			5:00
						Grand Total	9			10:30
2	Andrade	Erika	345324	8/12/1994	11	2/3/2015	Academics: Learn Spanish - SPRING14 - G 11	5:00PM	6:00PM	1:00
							ART: Fabric Painting - SPRING14 - G 11	3:15PM	4:00PM	0:45
							COMPUTERS: Programming Language (C) - SPRING14 - G 11	4:00PM	5:00PM	1:00
						Total	Session count: 3			2:45
						2/4/2015	TUTORING - Creative Writing - SPRING14 - G 11	3:15PM	4:00PM	0:45
							DANCING: Salsa - SPRING14 - G 11	4:00PM	5:00PM	1:00
							MATHEMATICS: Differentiation - SPRING14 - G 11	5:00PM	6:00PM	1:00
						Total	Session count: 3			2:45
						Grand Total	6			5:30

### What information is in this report?

This report shows the sessions attended by the selected student at each date of the specified date range by student. The report also shows the Check-in and Check-out time of the student at each of those sessions and total sessions hours scheduled for the student on that day. This report considers only the days where the selected student has attendance.

### How do I get this report?

This report is present under **Attendance of Reports** menu of the site with the attendance options Drop-in Badge Scan/PIN or Session-Daily attendance. In the report Option screen specify the date range, select the required student(s) and click on **Generate Report** button.

## 2.5 ACTIVITY REPORTS

### 2.5.1 Activity Schedule

Site Activity Schedule				Feb 1, 2015 - Mar 19, 2015			
Date	Day	Begins	Ends	Activity	Session	Staff Name	Location / Room No
02/02/2015	Monday	03:15 PM	04:00 PM	Academics Tutoring - English Reading & Writing	Academics Tutoring - English Writing - SPRING14-G 10	Bermude Brenda	
02/02/2015	Monday	03:15 PM	04:00 PM	Academics Tutoring - English Reading & Writing	Academics Tutoring - English Writing - SPRING14-G 11	Blake Roger	
02/02/2015	Monday	03:15 PM	04:00 PM	Academics Tutoring - English Reading & Writing	Academics Tutoring - English Writing - SPRING14-G 12	Denton Pierson	
02/02/2015	Monday	04:00 PM	05:00 PM	Academics: Foreign Language Enrichment	ACADEMICS: Learn French - SPRING14 - G 10	Denton Pierson	
02/02/2015	Monday	04:00 PM	05:00 PM	Arts and Crafts	ARTS: Drawing & Painting - SPRING14 - G 11	Brown Nick	
02/02/2015	Monday	04:00 PM	05:00 PM	Arts and Crafts	ARTS: Drawing & Painting for 12th Graders - SPRING14 - G 12	Blake Roger	

### What information is in this report?

This report shows the activities and sessions schedule for each date of the specified date range. This report also shows the Start Time, End Time, Staff name and Location of the sessions.

### How do I get this report?

This report is present under **Activity of Reports** menu. In the report Option screen specify the date range and click on the button that says **Generate Report**.

### 2.5.2 Activity Calendar

Activity Calendar		Apr 5, 2015 - Apr 11, 2015				
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5	6	7	8	9	10	11
	03:15 PM: ARTS: Free Hand Drawing - SPRING 14 - G K/1	03:15 PM: CRAFTS: Castle Building - SPRING 14 - G 4/5	03:15 PM: ENGLISH: Improve Reading Skill - SPRING 14 - G K/1	03:15 PM: ARTS: Drawing & Painting - SPRING 14 - G 2/3	03:15 PM: ENGLISH: Improve Grammar - SPRING 14 - G 6	
	03:15 PM: ENGLISH: Improve Reading Skill - SPRING 14 - G 2/3	03:15 PM: ARTS: Free Hand Drawing - SPRING 14 - G 6	03:15 PM: ENGLISH: Improve Reading Skill - SPRING 14 - G 2/3	03:15 PM: ENGLISH: Improve Language Skill - SPRING 14 - G 4/5	03:15 PM: ENGLISH: Improve Language Skill - SPRING 14 - G 4/5	
	03:15 PM: ARTS: Free Hand Drawing - SPRING 14 - G 6	03:15 PM: ENGLISH: Improve Reading Skill - SPRING 14 - G 2/3	03:15 PM: ENGLISH: Improve Grammar - SPRING 14 - G 6	03:15 PM: ENGLISH: Improve Grammar - SPRING 14 - G 6	03:15 PM: ARTS: Drawing & Painting - SPRING 14 - G 2/3	
	03:15 PM: CRAFTS: Castle Building - SPRING 14 - G 4/5	03:15 PM: ENGLISH: Improve Reading Skill - SPRING 14 - G K/1	03:15 PM: ENGLISH: Improve Language Skill - SPRING 14 - G 4/5	03:15 PM: ENGLISH: Improve Reading Skill - SPRING 14 - G K/1	03:15 PM: ARTS: Free Hand Drawing - SPRING 14 - G K/1	
	04:00 PM: COMPUTERS: Basic LOGO - SPRING 14 - G 4/5	04:00 PM: COMPUTERS: Basic LOGO - SPRING 14 - G 4/5	04:00 PM: ARTS: Drawing & Painting - SPRING 14 - G K/1	04:00 PM: ARTS: Drawing & Painting - SPRING 14 - G K/1	04:00 PM: ENGLISH: Writing & Composition - SPRING 14 - G 4/5	

## What information is in this report?

This report generates a calendar showing sessions scheduled by day within the selected month or week or specified date range.

## How do I get this report?

This report is present under **Activity of Reports** menu. In the report Option screen select the month or week or specify the date range and click on the button that says **Generate Report**.

## 2.6 STAFF REPORTS

### 2.6.1 Staff Schedule

Staff Session Schedule   Apr 6, 2015 - Apr 10, 2015   Displaying Selected Staffs				
Date	Day	Session	Start Time	End Time
<b>Staff : Alberado, Gloria</b>				
04/06/2015	Monday	ARTS: Free hand Drawing - SPRING14 - G K/1	03:15 PM	04:00 PM
04/06/2015	Monday	MATH: Addition - SPRING14 - G 2/3	05:00 PM	06:00 PM
04/07/2015	Tuesday	MATH: Addition - SPRING14 - G 2/3	05:00 PM	06:00 PM
04/08/2015	Wednesday	MATH: Addition - SPRING14 - G 2/3	05:00 PM	06:00 PM
04/10/2015	Friday	ARTS: Free hand Drawing - SPRING14 - G K/1	03:15 PM	04:00 PM
<b>Staff : Beth, Allen</b>				
04/06/2015	Monday	GAMES - Sack Race - SPRING14 - G 6	04:00 PM	05:00 PM
04/07/2015	Tuesday	ARTS: Drawing & Painting - SPRING14 - G K/1	04:00 PM	05:00 PM
04/07/2015	Tuesday	GAMES - Sack Race - SPRING14 - G 6	04:00 PM	05:00 PM
04/08/2015	Wednesday	ENGLISH: Improve Lanuage Skill - SPRING14 - G 4/5	03:15 PM	04:00 PM
04/08/2015	Wednesday	ARTS: Drawing & Painting - SPRING14 - G K/1	04:00 PM	05:00 PM

## What information is in this report?

This report allows you to generate a list of the associated sessions of the staffs selected for the report within the specified date range.

## How do I get this report?

This report is present under **Staff of Reports** menu. In the report Option screen specify the date range, select the staff(s) and click on the button that says **Generate Report**.

## 2.6.2 Staff Work Summary

Staff Work Summary   Apr 6, 2015 - Apr 10, 2015			
Staff Name	\$ / Hour	Hours Worked	Amount Due
Abusumaia, Jonny	25.00	5.75	\$ 143.75
Alberado, Gloria	30.00	4.50	\$ 135.00
Beth, Allen	20.00	10.25	\$ 205.00
Crawford, Juan	25.00	5.25	\$ 131.25
Edgar, Anthony	40.00	0.00	\$ 0.00
Jane, Ashlyn	25.00	3.50	\$ 87.50
Mendez, Francisco	34.00	2.25	\$ 76.50
Parker, Madison	25.00	6.00	\$ 150.00
Perez, Christina	20.00	0.00	\$ 0.00
Rodriguez, Anna	25.00	7.00	\$ 175.00
Rodriguez, Jack	25.00	10.00	\$ 250.00
Thomas, Edna	25.00	5.50	\$ 137.50
<b>Grand Total</b>		<b>60.00</b>	<b>\$ 1,491.50</b>

### What information is in this report?

This report allows you to generate a work summary of the staffs within the specified date range. For each staff, this report shows the amount/hour, total hour worked by the staff and amount due.

### How do I get this report?

This report is present under **Staff of Reports** menu. In the report Option screen specify the date range and click on the button that says **Generate Report**.

## 2.6.3 Staff Attendance

Staff Attendance Report   Apr 6, 2015 - Apr 10, 2015				
Staff Name	Date	Sign In Time	Sign Out Time	Hours Worked Hour:Minute
Alberado, Gloria	04/07/2015	10:00 AM	05:00 PM	07:00
	04/08/2015	10:00 AM	05:00 PM	07:00
	04/09/2015	10:00 AM	05:00 PM	07:00
	04/10/2015	10:00 AM	05:00 PM	07:00
	<b>Total Hours Worked :</b>			<b>28:00</b>
Beth, Allen	04/06/2015	10:00 AM	05:00 PM	07:00
	04/07/2015	10:00 AM	05:00 PM	07:00
	04/09/2015	10:00 AM	05:00 PM	07:00
	04/10/2015	10:00 AM	05:00 PM	07:00
	<b>Total Hours Worked :</b>			<b>28:00</b>



## What information is in this report?

This report allows you to generate a report on the attendance of the staffs engaged in after-school programs for the specified date range.

In this report, the **Sign-in Time**, **Sign-out Time** and **Hours Worked** are shown for each staff. Also the field **Total Hours Worked** shows the total count of hours each staff has worked within the specified date range.

## How do I get this report?

This report is present under **Staff of Reports** menu. In the report Option screen specify the date range, select Staff Type. Then select the required staffs and click on the button that says **Generate Report**.

## 2.7 SERVICE PROVIDER/PARTNER REPORTS

### 2.7.1 Provider/Partner Schedule

Provider/Partner Session Schedule				Displaying selected providers associated with sessions scheduled between Apr 6, 2015 and Apr 10, 2015	
Date	Day	Session	Start Time	End Time	
<b>Provider : Boys Club</b>					
04/07/2015	Tuesday	ARTS: Drawing & Painting - SPRING14 - G K/1	04:00 PM	05:00 PM	
04/08/2015	Wednesday	ENGLISH: Improve Grammer - SPRING14 - G 6	03:15 PM	04:00 PM	
04/08/2015	Wednesday	ENGLISH: Writing & Comprehension - SPRING14 - G 4/5	04:00 PM	05:00 PM	
04/08/2015	Wednesday	ARTS: Drawing & Painting - SPRING14 - G K/1	04:00 PM	05:00 PM	
04/09/2015	Thursday	ENGLISH: Improve Grammer - SPRING14 - G 6	03:15 PM	04:00 PM	
04/09/2015	Thursday	ENGLISH: Writing & Comprehension - SPRING14 - G 4/5	04:00 PM	05:00 PM	
04/09/2015	Thursday	ARTS: Drawing & Painting - SPRING14 - G K/1	04:00 PM	05:00 PM	
04/10/2015	Friday	ENGLISH: Improve Grammer - SPRING14 - G 6	03:15 PM	04:00 PM	
04/10/2015	Friday	ENGLISH: Writing & Comprehension - SPRING14 - G 4/5	04:00 PM	05:00 PM	

## What information is in this report?

This report allows you to generate a list of sessions by date that are associated with the selected service provider(s) within the specified date range. This report also shows the Start time and End Time of the sessions.

## How do I get this report?

This report is present under **Service Provider/Partner of Reports** menu. In the report Option screen specify the date range, select Provider/Partner Type. Then select the required Provider/Partner(s) and click on the button that says **Generate Report**.

## 2.7.2 Provider/Partner Work Summary

Provider/Partner Work Summary				Apr 6, 2015 - Apr 10, 2015
Name	Unit	Rate	Unit Worked	Amount Due
Bonnet, Smith			-	-
Nicol, Eric	Day	\$ 400.00	10.00	\$ 4,000.00
Prince, John	Day	\$ 345.00	9.00	\$ 3,105.00
Wise, Tom	Day	\$ 325.00	5.00	\$ 1,625.00
<b>Grand Total</b>				<b>\$ 8,730.00</b>

### What information is in this report?

This report allows you to generate a work summary of the Provider/Partners for a specified date range. In this report **Unit**, **Rate**, count of **Unit Worked** and **Amount Due** are shown for each of the selected staffs for specified date range. Total Amount Due of all the selected staffs is also shown in this report.

### How do I get this report?

This report is present under **Service Provider/Partner of Reports** menu. In the report Option screen specify the date range and click on the button that says **Generate Report**.

## 2.8 SITE REPORTS

### 2.8.1 Site Summary Information

This report enables you to get an overview of several count of participants registered within the specified date range.

### What information is in this report?

Site Summary Information

Registration Information

Apr 6, 2015 - Apr 10, 2015 | All Participants

Student			Adult		
Additions	Withdrawal	Current Period	Additions	Withdrawal	Current Period
1	0	306	0	0	15

The first section of the report provides the registration information showing the count of students/adults **Added** and **Withdrawn** within the date range specified for the report. The field **Current Period** gives the count of students/adults who were active at least for one day within the date range specified for the report.

Demographics Information & Education Program							
Ethnicity	Student	Adult	Total	Race	Student	Adult	Total
Hispanic	231	0	231	White	109	2	111
Non-Hispanic	74	14	88	Black or African American	24	3	27
Unknown	1	1	2	Asian	16	2	18
<b>Total</b>	<b>306</b>	<b>15</b>	<b>321</b>	Native Hawaiian or Pacific	24	3	27
				American Indian or Native Alaskan	51	3	54
<b>Gender</b>	<b>Student</b>	<b>Adult</b>	<b>Total</b>	Some other Race	79	1	80
Male	152	0	152	Multi-Racial	2	0	2
Female	154	0	154	Unknown	1	1	2
Unknown	0	15	15	<b>Total</b>	<b>306</b>	<b>15</b>	<b>321</b>
<b>Total</b>	<b>306</b>	<b>15</b>	<b>321</b>				

This part of the second section of the report shows the student/Adult count by **Ethnicity**, **Gender** and **Race** for the specified date range.

Grade	Total Participant	Grade	Total Participant	Grade	Total Participant	Grade	Total Participant
PreK	25	3	55	7	0	11	0
K	13	4	56	8	1	12	0
1	16	5	50	9	5	Adult	15
2	13	6	72	10	0	<b>Total</b>	<b>321</b>

Education Program	Yes	No	Unknown	Education Program	Yes	No	Unknown	Education Program	Yes	No	Unknown
Free & reduced	5	4	297	Bilingual	7	6	293	ESL/LEP	6	6	294
Special Education	5	6	295	Intensives	3	4	299	Gifted & Talented	3	4	299
Homeless	0	3	303	Disabled	0	3	303	<b>Total</b>	<b>29</b>	<b>36</b>	<b>2,383</b>

This part of the second section of the report shows the student/Adult count by **Grade level** and **Education Program** for the specified date range.

Attendance Summary		
	Regular Activities	All Activities
Unique Number of Participant Served	10	10
Total Participant Served (Participant-Attendance)	28	28
Number of Days of Program Operation	5	5
Overall Average Daily Attendance	5.60	5.60

The last section of the report shows,

- Unduplicated count of participants who attended the sessions.

- Total number of duplicate participants who have attendance for at least one day.
- Unduplicated number of days on which sessions are scheduled.

All these counts are based on the date range specified for the report and shown for, **Regular Activities** where only the sessions of regular activities are considered and **All Activities** where sessions of both regular and special event activities are considered.

### How do I get this report?

This report is present under **Site** of **Reports** menu. In the report Option screen specify the date range, select Participant Type and click on the button that says **Generate Report**.