

Class Sign In / Out Sheets

Last Modified on 02/13/2023 11:03 am EST

Sign In/Sign Out Sheets allow students to manually sign in and out on a specific date.

1. Point to the **Classes** (menu) > **Class Reports**.
2. Click **Sign In/Out Sheets**.
3. Select a group of classes using any combination of *Search Criteria* or select a single class.
4. Select *Display Settings*, including a sub-heading and whether the home phone should display. Additional settings allow you to sort in class start time order, create a separate sheet for each class, and you can also opt to add columns for your staff to initial when they sign a student in or out of class during the course of the day.
5. Click **Submit**.
6. Print the Sign In/Out Sheet using the **Print** button or export it using the **Export** button.

Sign In/Out Sheet							
← RETURN							
View 1 - 11 of 11 Print Export Refresh 1 columns hidden Show/Hide Columns Restore Columns							
	Lastname	Firstname	Home Phone	Time In	Signature	Time Out	Signature
	<input type="text" value="Search"/>	<input type="text" value="Search"/>	<input type="text" value="Search"/>				
1	Ager	Barbie	(704) 374-2415	__:__	_____	__:__	_____
2	Ager	Dani	(704) 374-2415	__:__	_____	__:__	_____
3	Ager	Dave	(704) 374-2415	__:__	_____	__:__	_____
4	Evans	Shawna	(704) 555-5478	__:__	_____	__:__	_____
5	Owers	Ashlee	(704) 555-7721	__:__	_____	__:__	_____