

Class Rolls Report

Last Modified on 03/02/2023 6:18 pm EST

The Class Rolls report displays information for students enrolled in a selected class or classes and is generally used when taking class attendance manually when the **Staff Portal Attendance** feature is not being used. The report can be generated using the *Class Roll* button in the *Class* record for an individual class.

Display settings allow you to choose which student and family information you want to be included on the rolls, for example, allergies and special needs and absence and makeup information (if your database is set to track absences).

The rolls can be generated in several formats, including PDF, Excel, HTML, Word, Text, and Tiff.



If you choose PDF as the display format, and the report window does not open, turn off pop-up blocker software. If the report window still does not open, hold down your CTRL key while clicking on the 'Submit' button until the report window opens.

Class Roll

Class: Ballet L1 - Mon 5pm

Location EDU

Rm: Studio B

Days: Mon

Desc: Introductory Ballet

Dates: 1-Sep-22 - 30-Nov-22

Times: 5:00 PM - 5:30 PM

Category1 Dance

Category2 Beginner

Category3 Ballet

Session: Summer 2022

Max Size: 8 **Gender:** All

Instructors: Dianne Harris

#	Name	Cell Phone	Primary Phone	Birth Date	Age	Gender	9/3	9/10	9/17											
1	Gina Evans Allergies/Spec. Needs: peanut allergy Parent: Taylor Evans			5/31/10	10	F														
2	Gia Evans Parent: Taylor Evans			5/31/10	10	F														
3	Alysha Harris Parent: Anna Harris	704-555-4200	704-555-4202	7/30/13	7	F														
4	Tuesday Reimer Parent: Ruby Reimer			7/30/02	18	F														
5	Jack Uphill Parent: Carol Uphill	704-555-5550	704-555-5557	5/7/10	10	M														
6																				
7																				
8																				

Class meeting dates are displayed here when the day the class meets is selected on the *Class* record > *Summary* tab.

8 lines are printed on the list because the class size = 8.

Absences & Makeups					
Type	Date	Student Name	Age	Phone	Notes
Absent	9/24/18	Amanda Dierksen	8		Family on vacation
Makeup	9/17/18	Shannon Andrews	8	(704) 349-1699	

Important Notes about Class Rolls

- Notes that are entered on a *Student* record > *Misc* tab, in the *Notes* field will display on the Class Rolls report; there is not an option to hide them.
- In order to have the class dates completed on the Class Roll, the class must have the day(s) the class meets selected on the *Summary* tab of the *Class* record.



Save this as a frequently used report! Click the heart (icon) next to a report name, the heart will change to red and the report will be listed under the *Reports (menu)* > **My Reports** for quick and easy access!