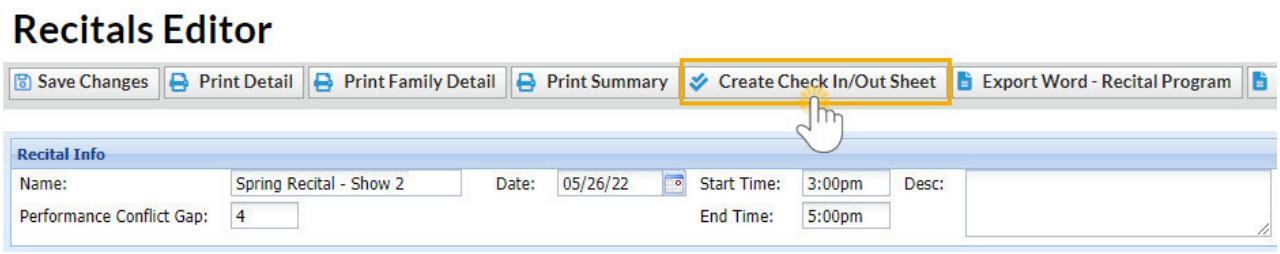
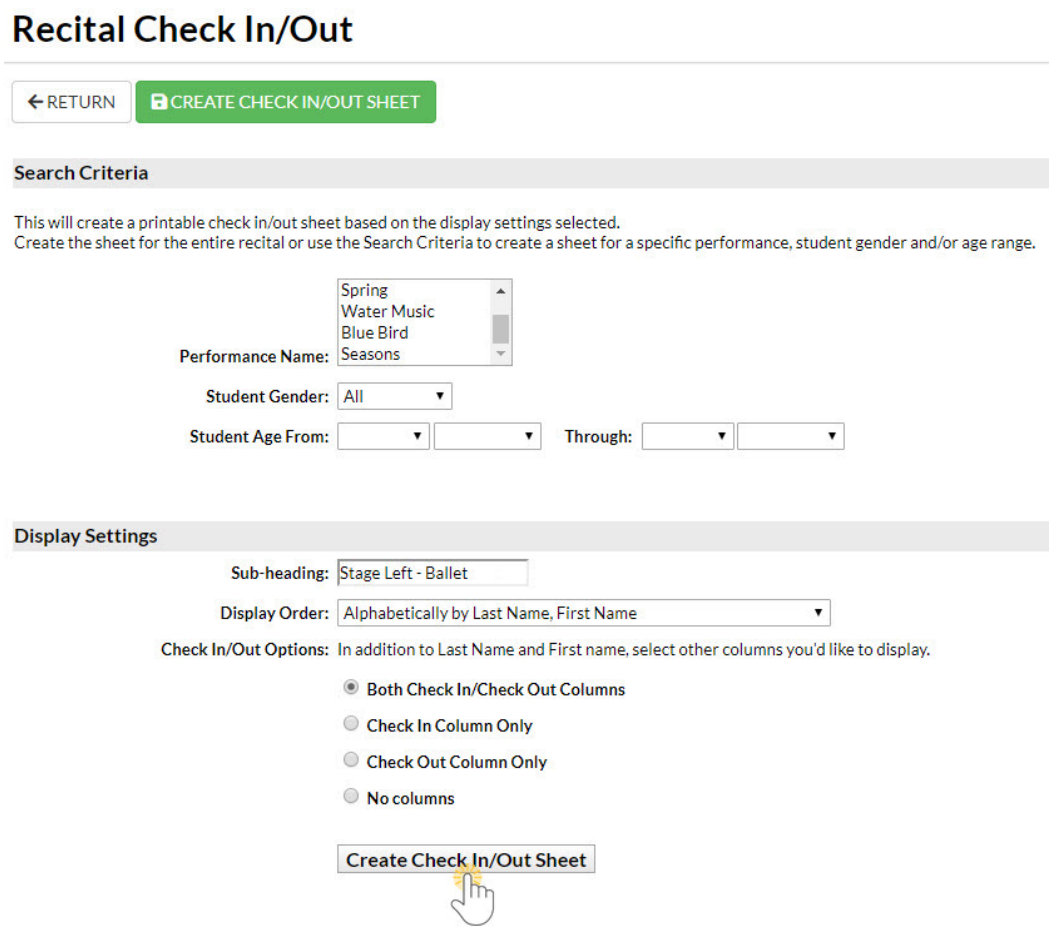
Recital Check In/Out Sheet Share

Last Modified on 09/25/2025 11:33 am EDT

Located on the Recital Editor page, **Create Check In/Out Sheet** generates a printable check in/out sheet that can be given to your recital directors. Go to the **Activities** menu > **Events** > **Recital** and select one of the recitals listed to open the Recital Editor.



Create the sheet for the entire recital or use the Search Criteria to create a sheet for a specific performance, student gender, and/or age range. Use the Display Settings to tailor the sheet to suit your needs.



Sample Check In/Out Sheet

Spring Recital - Show 2
5/26/2022
3:00pm

Stage Left - Ballet

Gender: All
Age Range: None

First Name	Last Name	Check In	Check Out
Dani	Ager	☐	☐
Leslie	Brown	☐	☐
Caroline	Clements	☐	☐
Cindy	Dierksen	☐	☐
Betty	Golding	☐	☐