

Class Rolls Report

Last Modified on 12/14/2020 9:31 am EST

[Watch a \(1:57\) video tutorial on Class Rolls](#)

The Class Roll report displays information for students enrolled in a selected class or classes and is generally used when taking class attendance manually, when the **Clock** feature is not being used. The report can be generated using the *Class Roll* button in the *Class* record for an individual class, or from the *Classes* menu where you can use search criteria to select a group of classes to run the report for.

Display settings allow you to choose which student and family information you want included on the rolls, for example, allergies and special needs .

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 popup 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: Pre K Extended Day

Location: JR

Desc:

Rm:

Days: Mon, Tue, Wed, Thu, Fri

Dates: 6-Aug-18 - 7-Jun-19

Times: 12:00 PM - 5:00 PM

Category1: Extended Day

Category2:

Category3:

Session: 2018-2019

Max Size: 8

Gender: Both

Instructors: Alina Moore, Erin Bundi, Mark Newton,

#	Name	Cell Phone	Birth Date	Age Gndr	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	
1	Karen Baker		4/5/13	5/F																	
	Allergies/Spec. Needs: Peanut allergy Parent: Susan Baker																				
2	Kenny Jay		8/8/11	7/M																	
	Roll Notes: Kenny's nanny will be picking him up from class on 9/17. Parent: Carolyn Jay																				
3																					
4																					
5																					
6																					
7																					
8																					

8 lines have printed because the Class Max Size = 8

Notes entered on the Misc tab of a Student record will display here

Class meeting days are entered here when the day the class meets is selected on the Class Summary tab

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.