

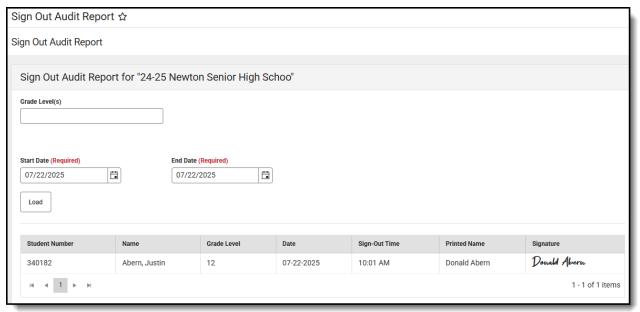
Sign Out Audit Report

Last Modified on 07/22/2025 1:42 pm CDT

The Sign Out Audit Report allows staff to view signatures collected from parents who checked their students out via the attended Check In/Out Scanner.

To collect signatures during check-out, you must enable the <u>Require Signature for Check Out setting in Scanner Settings</u>.

Generate Sign Out Audit Report



- 1. *(optional)* Select the grade levels you wish to search over. If none are selected, all grades are included
- 2. Select the date range you wish to search over.
- 3. Click Load.
- 4. If needed, click Export Sign Out Audit to export the current results as a PDF.