Sign Out Audit Report

Last Modified on 02/02/2026 1:06 pm CST

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 Require Signature for Check Out setting in Scanner Settings.

Generate Sign Out Audit Report

Sign Out Audit Report ☆

Sign Out Audit Report

Sign Out Audit Report for "24-25 Newton Senior High Schoo"

Grade Level(s)

Start Date (Required)   **End Date (Required)**
07/22/2025   07/22/2025

Load

Student Number	Name	Grade Level	Date	Sign-Out Time	Printed Name	Signature
340182	Abern, Justin	12	07-22-2025	10:01 AM	Donald Abern	*Donald Abern*

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Sign Out Audit Report Editor Fields

Field	Description
Grade Level(s)	Use the **Grade Level(s)** field to determine which grade levels to include in the report. Users may include multiple grade levels. To remove a grade level from inclusion in the report, simply press the x for the appropriate grade level. The grade is removed form the list of included grade levels. To include all grade levels in the report, leave this field blank.
Start Date/End Date *Required*	Use the **Start** and **End Date** fields to enter the date range for which to generate the report. Users must create a date range for which to run the report.
Load	When finished entering report parameters, press **Load**. Students meeting the set criteria display at the bottom of the screen.

Field	Description
Export Sign Out Audit	To export the report to a PDF, press **Export Sign Out Audit**. The report generates in a new PDF screen.