

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 [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 School"

Grade Level(s)

Start Date (Required)
07/22/2025
End Date (Required)
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	<i>Donald Abern</i>

1 - 1 of 1 items

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.