



Grouptrail Leap Into Kindergarten Overview

Training Handbook for Leap into Kinder Programs 2026-2027





County SUN System Training and Support Resources

- **For New User Access and/or Training use [this form](#)**
 - https://docs.google.com/forms/d/e/1FAIpQLScJ6IJucyAdu_hKMjA5vuBD0AIEGFa-NyRU8ztoqE85O1raSg/viewform
- **For Multnomah County Grouptrail Handbooks**
 - <https://multco.us/info/sun-community-schools-handbooks>
- **For Grouptrail SUN Community School YouTube Page**
 - https://www.youtube.com/playlist?list=PLT3mjva75FQgGFTTnhXgRH37VgIm_Dn9_
- **For Grouptrail Help Articles**
 - https://scribehov.com/o/3j_CNcdJRH2L0NWUYiSi2w/page/SUN_Community_Schools_Grouptrail_help_articles_for_SUN_Site_staff__OPY2X5IJQc6Nb04UUiFzXg?back_to=%2Fworkspace%23documents__PA1L_HXMR-mTxPKA16ZIVQ
- **For assistance with WellSky Community Services and/or**
Grouptrail email: yfsdatasupport@multco.us



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Staff Workflow: Manually creating a new Leap into Kinder participant (Through the one-page creation forms)

Please Note: This process reviews how to manually create a new Leap into Kinder participant (Adult and/or Youth) in Grouptrail.



Manually creating a new Leap into Kinder participant through the one-page creation forms (Step 1)

To manually create a participant workspace, select **“Participants”** in your navigation window

The screenshot displays the Grouptrail web application interface. On the left is a vertical navigation sidebar with a header 'Welcome Rob!' and a hamburger menu icon. The sidebar contains a search bar with 'Home' entered, a 'Browse' dropdown, and a list of menu items: 'Activities', 'Account Holder (Parent/Gua...', 'Participants' (highlighted with an orange box and an orange arrow pointing from the text '“Participants”' in the adjacent text block), 'Grouptrail Announcements, ...', 'Reports', 'Site management', 'My Sites', and 'My Account'. At the bottom of the sidebar is a 'Sign Out' button. The main content area has a header 'Home' and an 'Add New' button. Below the header is a light blue notification banner with a megaphone icon, the text 'Welcome! / ¡Bienvenides!', an 'Update' button, and a list of links for account holders, parents, and staff. At the bottom of the main area is a dark grey banner with the text 'FY27 Grouptrail Announcements and Updates'.

Welcome Rob! Home

Home

Browse

Activities

Account Holder (Parent/Gua...

Participants

Grouptrail Announcements, ...

Reports

Site management

My Sites

My Account

Sign Out

Home

+ Add New

Welcome! / ¡Bienvenides! Update

In the new version of Grouptrail v11, you no longer need the additional student registration form linked at the top. Parents/Guardians can more easily add students at any time!

- Account holder/parent/restricted user help articles: [Create an account and register](#), [Adding an additional participant](#), [Find activities and request enrollment](#)
- [Use this link](#) to test the full account holder/parent/restricted user workflow experience from registration to enrollment.
- And here are staff help articles: [How to create a new participant or activity](#), [Connect a new parent to an existing student record](#), [Marking duplicates for deletion](#), [Viewing staff reports](#), [Taking activity attendance](#), [Enrolling participants](#), [Frequently asked questions](#)

> FY27 Grouptrail Announcements and Updates



Manually creating a new Leap into Kinder participant through the one-page creation forms (Step 2)

Once you're in the **"Participants"** Menu view, click the icon called: **"Add New"** in the right hand corner to locate the one-page creation form





Manually creating a new Leap into Kinder participant through the one-page creation forms (Step 3)

Once you have selected the “Add New” icon, you will now click on “Participants”

Once clicked, you will be redirected to the participant one-page creation form

Important Note:

Be sure not to “Add a New Tracker” instead of clicking on Participants.

Participants

+ Add New

> Participants (Active)

> Participants (Inactive)

Tracker

Participants



Manually creating a new Leap into Kinder participant through the one-page creation forms (Step 4)

1. Once you have selected the one-page creation form, you will fill it out in its entirety. They're some fields that are **required** in order to submit the form

2. When creating a **new youth** that will be **served directly** in a **Leap into Kinder focused class**, please be sure to **answer** the last **6-questions** on the student creation form before submitting (see image to the right)

Please Note:

- The EKT/Leap into Kinder questions on the bottom of the “student creation form” are required for any youth that will be directly served in a summer EKT or Leap into Kinder class
- Do not select an option for P-3 Participant - please leave blank unless you have a P-3 program and a child who will be served in both programs
- Incoming Kinders typically receive their SSID numbers around the beginning of the school year. If you do not have it when summer programming starts be sure to go back and capture the number once you're able to retrieve it

Add new: Participants

Student's First Name: Student's MI:

Student's Last Name: SUN Site *:

Type of Participant *: Current Grade Level *:

Date of Birth *: Gender *:

If Other Gender, Specify: Email (Custom):

Primary language spoken at home *: Inclusive Identity *:

Student State ID # (SSID): Has your child experienced any resilience factors?:

Risk factor (Yes/No): Release to Participate Granted for 2026-2027 *:

Release of Information Granted for 2026-2027 *: Photo Release Granted for 2026-2027 *:

Accept Non-Discrimination & Behavioral Expectations: Parent 1:

Parent 2: Agency Client ID:

Teacher/Counselor: [School] Enrollment Status *:

Primary Contact Name: Primary Contact Number:

Email: Home Address:

Cancel Add workspace

P-3 Participant? (Select Academic Year): P-3 ONLY

Registering for EKT or Leap into Kinder?

Did child attend Head Start?

If yes, what was the name of the Head Start?

Did child attend preschool or kindergarten?

If yes, what was the name of the school?

Child is receiving special education services

Cancel Add workspace



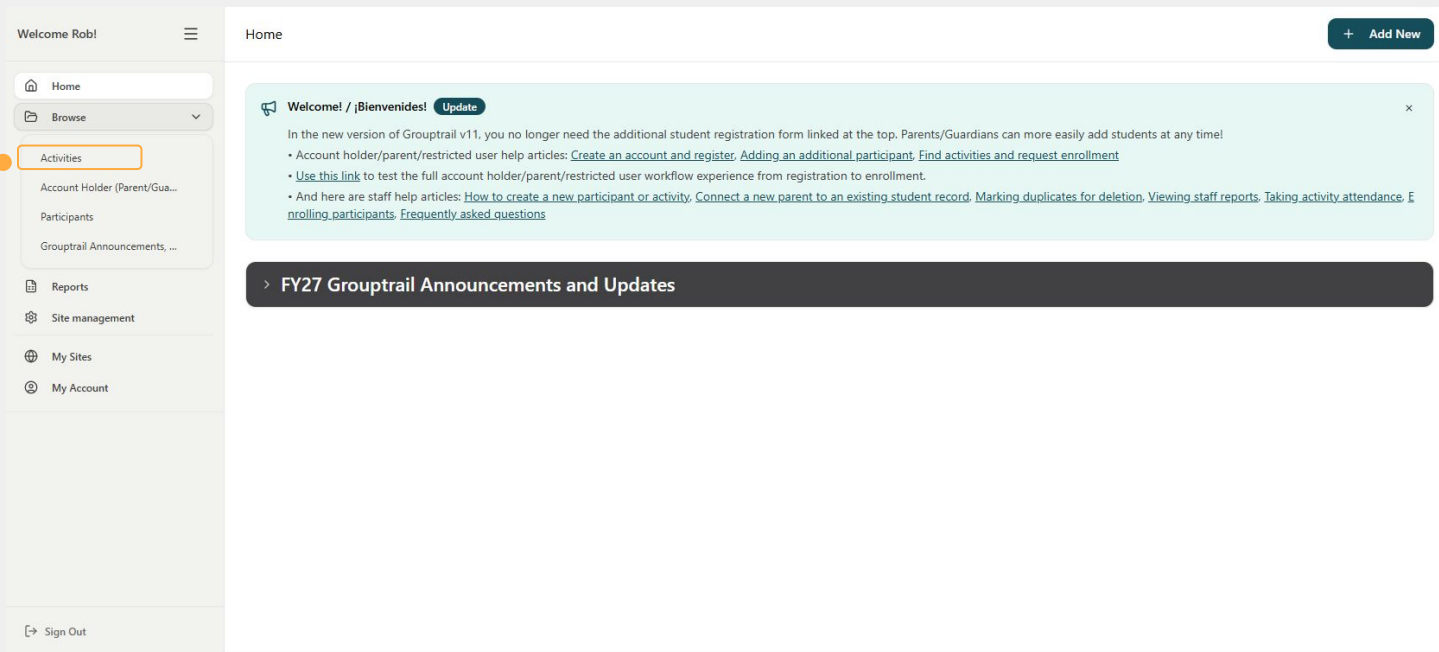
Staff Workflow: Creating a Leap into Kinder activity in Grouptrail (Through the one-page creation forms)

Please Note: This process reviews how to create Leap into Kinder activities in Grouptrail.



Creating a new Leap into Kinder activity through the one-page creation forms (Step 1)

To create a workspace, select
“Activities”
in your
navigation
window





Creating a new Leap into Kinder activity through the one-page creation forms (Step 2)

Once you're in the “**Activities**” Menu view, click the icon called: “**Add New**” in the right hand corner to locate the one-page creation form





Creating a new Leap into Kinder activity through the one-page creation forms (Step 3)

Once you have selected the “**Add New**” icon, you will now click “**Activities**” ●

Once clicked, you will be redirected to the activity one-page creation form

Important Note:

Be sure not to “Add a New Tracker” instead of clicking on activities

Activities

+ Add New

› Providers > All Activities Fall SUN 2026 (Example Tracker)

› Providers > All Activities Summer SUN 2026 (Example Tracker)

Tracker

Activities



Creating a new Leap into Kinder activity through the one-page creation forms (Step 4)

1. Once you select the activity creation form, you will fill it out in its entirety. They're some fields that are **required** in order to submit the form

The names of the activities must include: **"Summer 2026 Leap Into K Children's Classroom"** and **"Summer 2026 Leap Into K Parent Group"**

The children's classroom must be a separate activity from the adult parent group

Parent orientation should not be a separate activity but should be included as the 1st session in the parent group

- If you have multiple children's activities or parent groups, you may enter them as different activities (e.g. Classroom A and Classroom B or Parent Group AM and Parent Group PM)

Please Note:

Post-Reunion or other Leap Into Kinder activities that happen outside of summer should also include unique naming conventions (**For example:** Fall 2026 Leap Into K Reunion)



Creating a new Leap into Kinder activity through the one-page creation forms (Step 5)

2. When creating any **Leap into Kinder activity**, it's extremely important that a user **selects "SUN-Kinder Transition"** for one of the options under the field labeled: **Activity Category**

It will be extremely important when creating Leap into Kinder activities in Grouprail to select the activity category called **"SUN- Kinder Transition"**

Activities that do not include the **"SUN- Kinder Transition"** activity category **will not report properly**.

The activity category should be selected for all related Leap into Kinder activities including the following:

- Leap into Kinder Children Classroom
- Leap into Kinder Parent Groups
- Leap into Kinder Childcare

Do not select "SUN- Kinder Transition" as an activity category for any other SUN activity if it's not an Leap into Kinder activity in Grouprail

Please Note:

Post-Reunion or other Leap into Kinder activities that happen outside of summer should also have the **"Sun-Kinder Transition"** tag selected under the activity category field

Activity Category *

Select...

Activity Subject *

Select...

☐ SUN-Academic Improvement/Remediation

☐ SUN-Adult Education

☐ SUN-Art/Music/Dance/Theater

☐ SUN-Career/Job Training- Adult

☐ SUN-Career/Job Training- Youth

☐ SUN-College Prep

☐ SUN-Community Involvement

☐ SUN-Community Service/Service Learning

☐ SUN-Cultural Specific

☐ SUN-Environmental

☐ SUN-Health/Nutrition

☐ SUN-Homework Help

☐ **SUN-Kinder Transition**

☐ SUN-Mentoring

☐ SUN-Parent Involvement/Family Literacy

☐ SUN-Psychological Support/Counseling/Charcter Edu

☐ SUN-Recreational Activities

☐ SUN-Social Service (Basic Needs)

☐ SUN-SUN Advisory/Partnership

☐ SUN-Supplemental Educational Services (SES through

☐ SUN-Tutoring

☐ SUN-Youth Leadership

Add workspace

Done

Add new: Activities

Name *

Provider *

SUN Site *

Activity Subtitle

Activity Description

Activity Term *

Start Date *

End Date *

Start Time *

End Time *

Max enrollment



Staff Workflow: Enrolling Participants and Taking Attendance - Leap into Kinder Activities

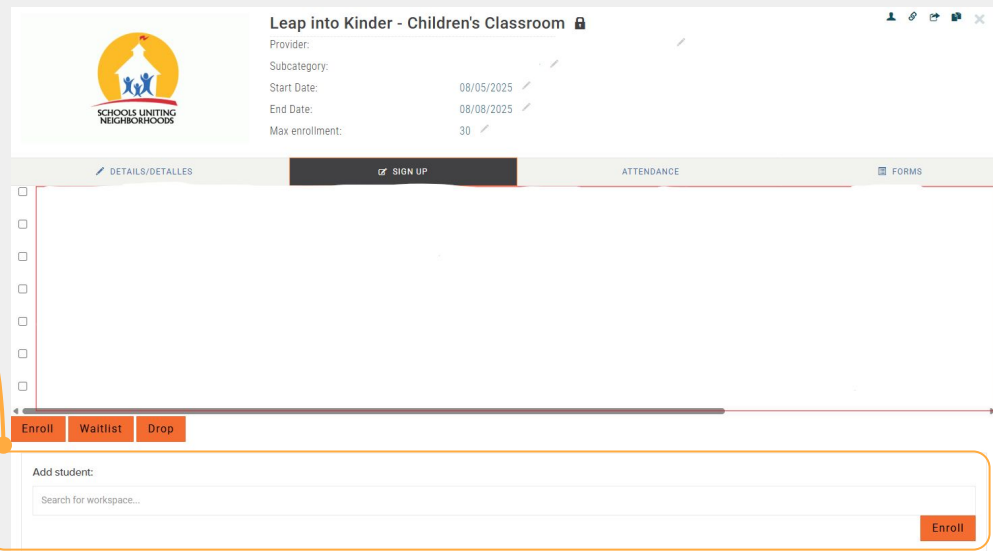
Please Note: This process will review how users can manually enroll and take attendance for a Leap into Kinder Activities

Enrolling Participants: Leap into Kinder (Step 1)

Enroll children who will be entering Kindergarten in the fall in the Leap into Kinder Children's Classroom activity.

Enroll any adults who attend in the Leap into Kinder Parent Group Meeting activity

- Do not enter any siblings of the children entering Kindergarten (e.g. 14 year old big sister) who attend unless they are the primary participant in the parent group (i.e. are standing in for the parent.)



The screenshot shows the Grouptrail interface for the 'Leap into Kinder - Children's Classroom' activity. The header includes the 'SCHOOLS UNITING NEIGHBORHOODS' logo and the activity title. Below the title, there are fields for 'Provider:', 'Subcategory:', 'Start Date: 08/05/2025', 'End Date: 08/08/2025', and 'Max enrollment: 30'. The main content area has a tabbed interface with 'DETAILS/DETAILS', 'SIGN UP', 'ATTENDANCE', and 'FORMS'. The 'SIGN UP' tab is active, showing a large empty box for adding students. At the bottom of this box are three buttons: 'Enroll', 'Waitlist', and 'Drop'. Below the main box is a section titled 'Add student:' with a search bar labeled 'Search for workspace...' and an 'Enroll' button.

Taking Attendance: Leap into Kinder (Step 2)

Take attendance for your Leap into Kinder activities as you would any other activity.



Leap into Kinder - Children's Classroom

Provider:

Subcategory:

Start Date: 08/05/2025 

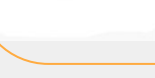
End Date: 08/08/2025 

Max enrollment: 30 

[DETAILS/DETALLES](#)
[SIGN UP](#)
[ATTENDANCE](#)
[FORMS](#)

Date: Week of Aug 5, 2025 (Tue)  [Print Attendance Sheet](#)

[Mark All as Present](#)

	Aug 5, 2025 (Tue) Disable attendance			Aug 6, 2025 (Wed) Disable attendance			Aug 7, 2025 (Thu) Disable attendance			Aug 8, 2025 (Fri) Disable attendance		
Name	Present	Excused	Unexcused	Present	Excused	Unexcused	Present	Excused	Unexcused	Present	Excused	Unexcused
	☒	☐	☐	☒	☐	☐	☒	☐	☐	☒	☐	☐
	☒	☐	☐	☒	☐	☐	☒	☐	☐	☒	☐	☐
	☒	☐	☐	☒	☐	☐	☒	☐	☐	☒	☐	☐



3.4) O&O Leap into Kinder: Progress Summary Report

Please Note:

This section reviews how to generate and run the 3.4) O&O Leap into Kinder: Progress Summary Report in Grouprail.

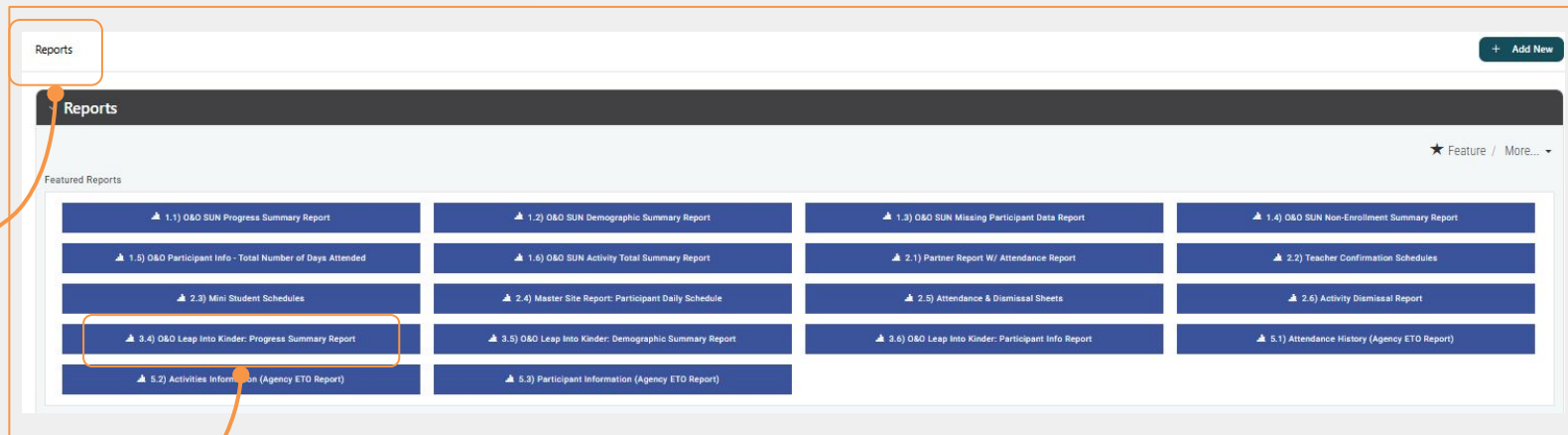
3.4) O&O Leap Into Kinder: Progress Summary Report

Reporting Context:

- This report in Grouptrail allows a user to check their current outputs in the system to understand the number of adults and children served in Leap into Kinder Programs
- It's important to note that data for Leap into Kinder programs are being captured by any activity that has an activity category of **“SUN-Kinder Transition”**
 - Sites should only select the activity category of “SUN-Kinder Transition” if the activity is directly affiliated with Leap into Kinder
 - Sites with Leap into Kinder activities should label their activity name correctly (**Example:** Summer 2025 Leap into Kinder Children's Classroom)
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas:
<https://www.youtube.com/watch?v=E2qBofQrAXY>

Step 1: Click on 3.4) O&O Leap Into Kinder: Progress Summary Report

To Generate the 3.4) O&O Leap Into Kinder: Progress Summary Report, go to your **Report Tracker** and click the correct report:



Reports

+ Add New

Reports

★ Feature / More...

Featured Reports

▲ 1.1) O&O SUN Progress Summary Report	▲ 1.2) O&O SUN Demographic Summary Report	▲ 1.3) O&O SUN Missing Participant Data Report	▲ 1.4) O&O SUN Non-Enrollment Summary Report
▲ 1.5) O&O Participant Info - Total Number of Days Attended	▲ 1.6) O&O SUN Activity Total Summary Report	▲ 2.1) Partner Report W/ Attendance Report	▲ 2.2) Teacher Confirmation Schedules
▲ 2.3) Mini Student Schedules	▲ 2.4) Master Site Report: Participant Daily Schedule	▲ 2.5) Attendance & Dismissal Sheets	▲ 2.6) Activity Dismissal Report
▲ 3.4) O&O Leap Into Kinder: Progress Summary Report	▲ 3.5) O&O Leap Into Kinder: Demographic Summary Report	▲ 3.6) O&O Leap Into Kinder: Participant Info Report	▲ 5.1) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)		

**3.4) O&O
Leap Into
Kinder:
Progress
Summary
Report**

Step 2) Enter the date range you want to look at and then click **Generate report**.

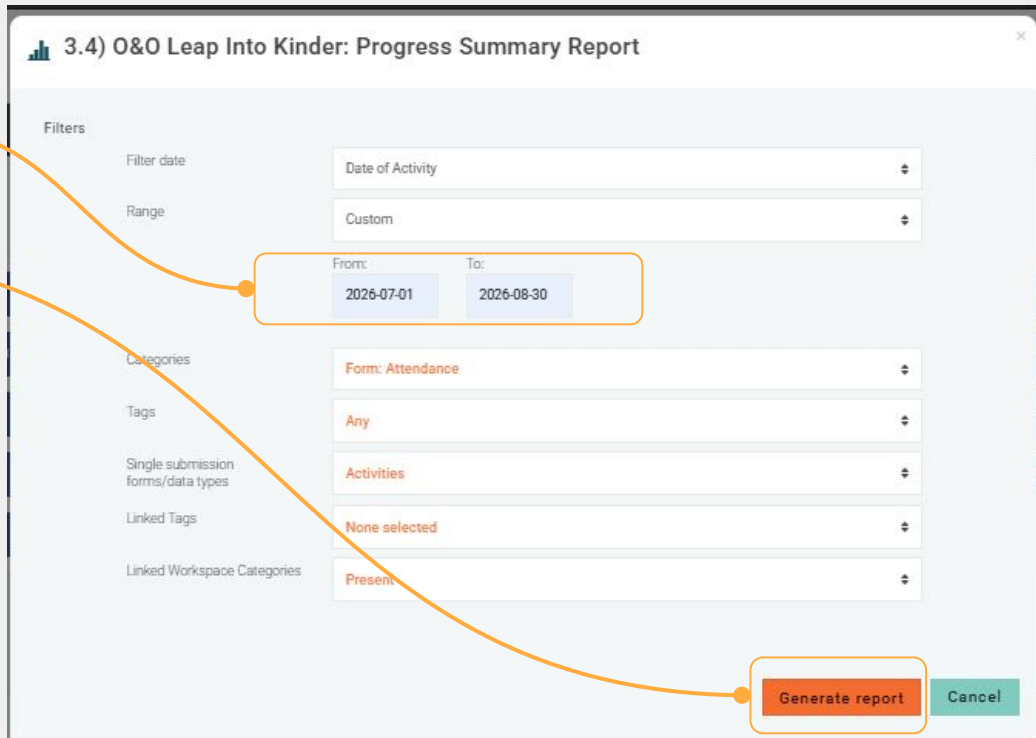
Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Just 1st, 2026 to August 30th, 2026**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note:

You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date in the **date range fields**"



3.4) O&O Leap Into Kinder: Progress Summary Report

Filters

Filter date: Date of Activity

Range: Custom

From: 2026-07-01 To: 2026-08-30

Categories: Form: Attendance

Tags: Any

Single submission forms/data types: Activities

Linked Tags: None selected

Linked Workspace Categories: Present

Generate report **Cancel**

Step 3) Review your data on Leap into K Progress

	A	B	C	D	E	F	G	H	I	J
	Sites	Total Leap into K Activities	Total Participants Served	Total Children (<= 8) Served	Total Parents / Caregivers (21+) Served	Parent/Adult Served in Leap into K Classroom(s)	Children Served in Leap into K Classroom(s)	Children Served in Leap into K Classroom with no "Headstart or Preschool" Experience	% of Participating Children who have no Preschool Experience	% of children who have parents/caregivers participating in the parent engagement components of Leap into K
1										
2	Grouptrail School	3	21	12	8	8	12	3	25%	67%
3										
4										

Leap Into Kinder Summary

[Data](#)
[Counts](#)
[Permissions](#)


This report will contain the following:

Once you have open the report, you will see calculations happening on the report. Please allow time for the report to process the calculations (**bottom right hand corner**)

-) **Site Names(s)**

(located in column A)

-) **Total Leap into K Activities**

(located in column B)

-) **Total Participants Served**

(located in column C)

-) **Total Children Served (<=8)**

(located in column D)

-) **Total Parents/Caregivers (21+)**

(located in column E)

-) **Parent/Adult Served in Leap into K Classroom(s)**

(Located in column F)

-) **Children Served in Leap into K Classroom(s)**

(located in column G)

-) **Children Served in Leap into K Classroom with no head start or preschool experience**

(located in column H)

-) **Percentage of participating children who have no preschool experience**

(located in column I)

-) **Percentage of children who have parents/caregivers participating in the parent engagement component of Leap into K**

(located in column J)



3.5) O&O Leap Into Kinder: Demographic Summary Report

Please Note:

This section reviews how to generate and run the 3.5) O&O Leap Into Kinder Demographic Summary Report in Grouptrail.

3.5) O&O Leap Into Kinder: Demographic Summary Report

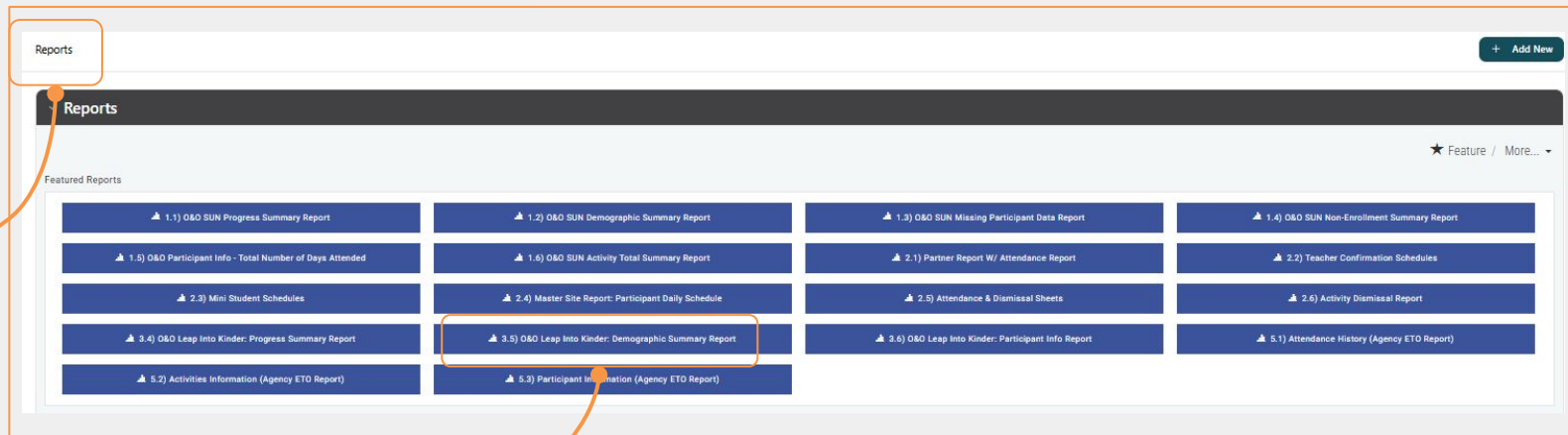
Reporting Context:

- This report in Grouptrail provides a breakdown of inclusive identities for Leap into Kinder participants served
- It is recommended that users generate this report for the full fiscal year to capture the most complete data available. For example: **July 1st – June 30th** or **July 1st – Today's Date**
- To view entire break down of inclusive identities, users should use the scroll bar to locate more data from left to right
- Included in the report will be the following information: Declined to Answer, Participants of Color and Primary Language Other Than English
- Users should generate this report for the entire fiscal year or from July 1st - Today's date
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas:
<https://www.youtube.com/watch?v=E2qBofQrAXY>

Step 1: Click on 3.5) O&O Leap Into Kinder: Demographic Summary Report

To Generate
the 3.5) O&O
Leap Into
Kinder:
Demographic
Summary
Report, go to
your **Report
Tracker** and
click the
correct
report:

**3.5) O&O
Leap Into
Kinder
Demographic
Summary
Report**



Reports

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Reports

★ Feature / More...

Featured Reports

▲ 1.1) O&O SUN Progress Summary Report	▲ 1.2) O&O SUN Demographic Summary Report	▲ 1.3) O&O SUN Missing Participant Data Report	▲ 1.4) O&O SUN Non-Enrollment Summary Report
▲ 1.5) O&O Participant Info - Total Number of Days Attended	▲ 1.6) O&O SUN Activity Total Summary Report	▲ 2.1) Partner Report W/ Attendance Report	▲ 2.2) Teacher Confirmation Schedules
▲ 2.3) Mini Student Schedules	▲ 2.4) Master Site Report: Participant Daily Schedule	▲ 2.5) Attendance & Dismissal Sheets	▲ 2.6) Activity Dismissal Report
▲ 3.4) O&O Leap Into Kinder: Progress Summary Report	▲ 3.5) O&O Leap Into Kinder: Demographic Summary Report	▲ 3.6) O&O Leap Into Kinder: Participant Info Report	▲ 5.1) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)		

Step 2: Enter the Date Range you want to look at and click Generate Report.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Just 1st, 2026 to August 30th, 2026**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note:

You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date in the **date range fields**"


O&O Demographic Summary Report (Excel Version 2024)
✕

Filters

Filter date: Date of Activity

Range: Custom

From: To:

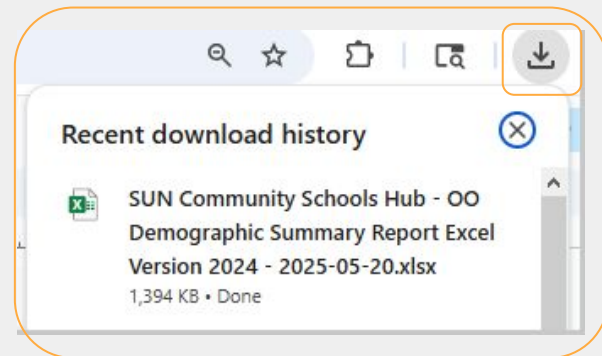
Categories: Form: Attendance

Tags: Any

Linked Tags: None selected

Linked Workspace Categories: Present

Generate report **Cancel**





Step 3: Review your Leap Into K Demographic data

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1		Total		African				Asian				Black / African American				Hispanic / Latino				Middle Eastern			
2	Site	Children (<=8)	Adults (21+)	Children (<=8)		Adults (21+)		Children (<=8)		Adults (21+)		Children (<=8)		Adults (21+)		Children (<=8)		Adults (21+)		Children (<=8)		Adults (21+)	
3		N	N	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
4	Grouptrail School	12	8	1	8.3%	0	0.0%	0	0.0%	0	0.0%	3	25.0%	2	25.0%	4	33.3%	2	25.0%	0	0.0%	0	0.0%
-	Leap into K Demographic Summary		Data	Counts	Permissions	+																	

Once you have open the report, you will see calculations happening on the report, please allow time for the report to process the calculations (**bottom right hand corner**)

This report will contain an **inclusive identity breakdown** by Leap into Kinder **adults** and **children (<=8)**

This report will contain the **number** of Leap Into Kinder adults and children (<=8) who identify with a specific ethnicity along with the **percentage**

To see more breakdown of demographic data, a user should scroll to the right in the report tab



3.6) O&O Leap Into Kinder: Participant Info Report

Please Note:

This section reviews how to generate and run the 3.6) O&O Leap Into Kinder: Participant Info Report in Grouptrail.

3.6) O&O Leap into Kinder: Participant Info Report

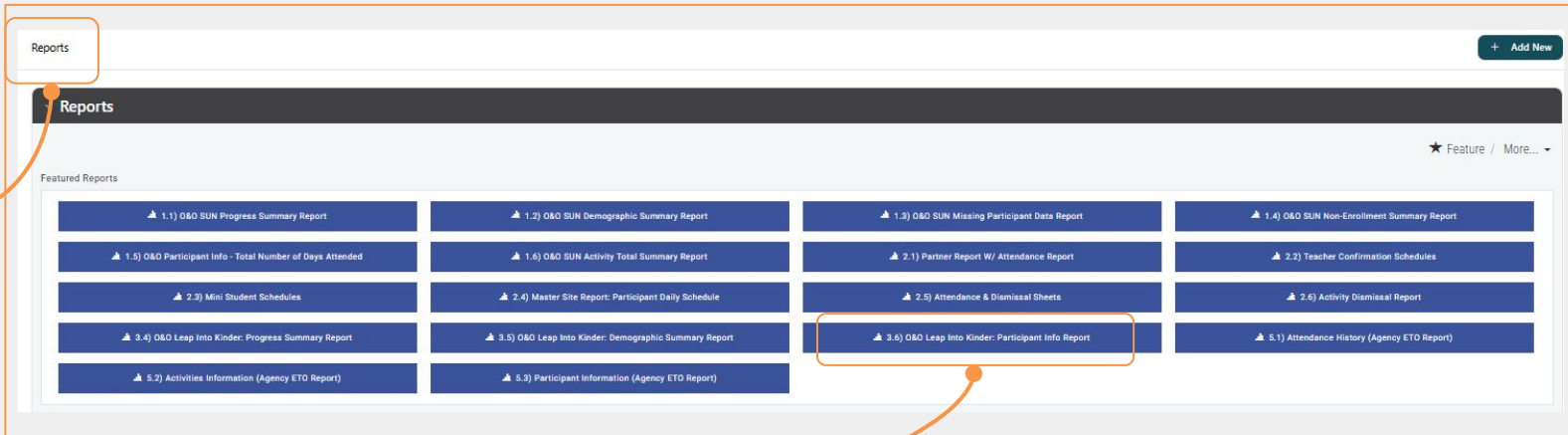
Reporting Context:

- This report in Grouptrail provides a list of all Leap into Kinder participants currently being served between the date ranges the report is being generated for
- This report will contain three tabs:
 - All Leap into Kinder Participant Info
 - Children served directly in Leap into Kinder classroom(s)
 - Parents served directly in Leap into Kinder “Parent” activities
- The report will include two columns that provide the total number of days and hours attended per Leap into Kinder participant
- The report will take a user anywhere between 30 seconds to one minute to download
- If a user has multiple school access and generates this report for a long date range then the report may deliver via email to the user within 10 to 15 minutes
- This report contains Excel formulas meaning if a user clicks into a cell then it may break the data being viewed by the user
 - To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - Here is quick YouTube video to demonstrate how to copy and paste values without formulas:
<https://www.youtube.com/watch?v=E2qBofQrAXY>

Step 1: Click on 3.6) O&O Leap into Kinder: Participant Info Report

To Generate the 3.6) Leap into Kinder Participant Info Report, go to your **Report Tracker** and click the correct report:

3.6) O&O Leap Into Kinder: Participant Info Report



Reports

+ Add New

Reports

★ Feature / More...

Featured Reports

▲ 1.1) O&O SUN Progress Summary Report	▲ 1.2) O&O SUN Demographic Summary Report	▲ 1.3) O&O SUN Missing Participant Data Report	▲ 1.4) O&O SUN Non-Enrollment Summary Report
▲ 1.5) O&O Participant Info - Total Number of Days Attended	▲ 1.6) O&O SUN Activity Total Summary Report	▲ 2.1) Partner Report W/ Attendance Report	▲ 2.2) Teacher Confirmation Schedules
▲ 2.3) Mini Student Schedules	▲ 2.4) Master Site Report: Participant Daily Schedule	▲ 2.5) Attendance & Dismissal Sheets	▲ 2.6) Activity Dismissal Report
▲ 3.4) O&O Leap Into Kinder: Progress Summary Report	▲ 3.5) O&O Leap Into Kinder: Demographic Summary Report	▲ 3.6) O&O Leap Into Kinder: Participant Info Report	▲ 5.1) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)		

Step 2) Enter the Date Range you want to look at and click Generate Report.

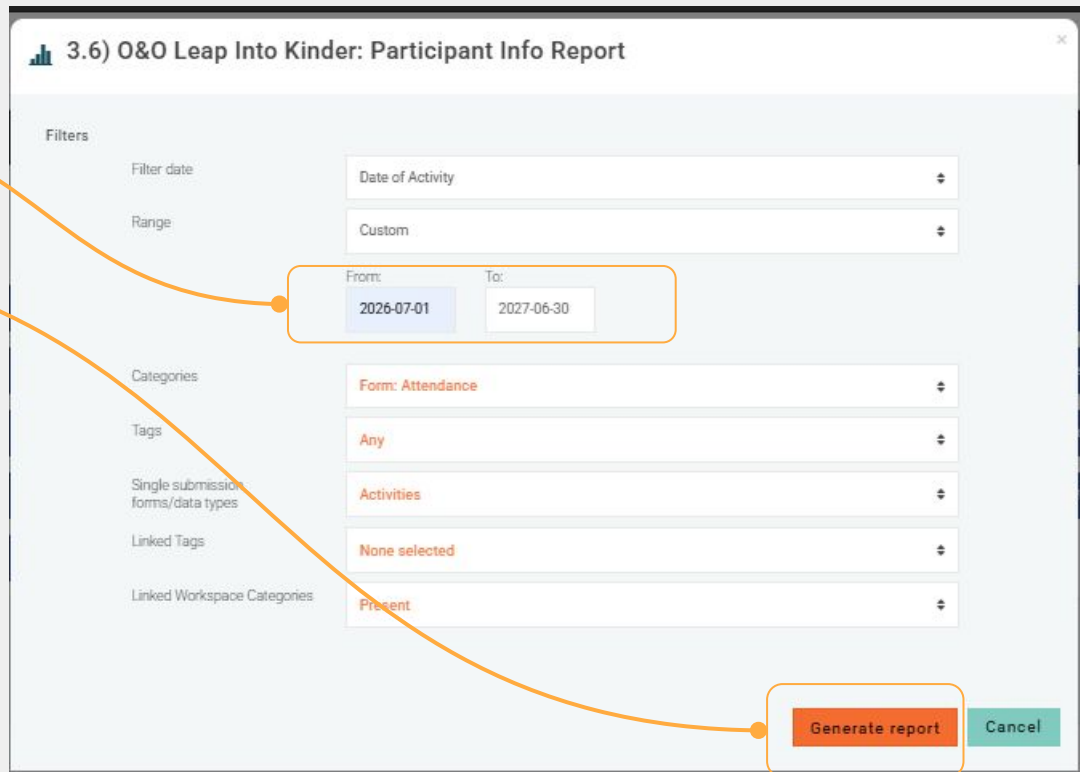
Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Just 1st, 2026 to June 30th, 2027**)

Once your dates are enter, click **"Generate Report"**

Find the Excel report in your **"downloads"** on your desktop and open the excel spreadsheet

Please Note:

You do not need to change any of the filter options on the report prompt. You will only need to enter a "Start and End Date in the **date range fields**"



3.6) O&O Leap Into Kinder: Participant Info Report

Filters

Filter date: Date of Activity

Range: Custom

From: 2026-07-01 To: 2027-06-30

Categories: Form: Attendance

Tags: Any

Single submission forms/data types: Activities

Linked Tags: None selected

Linked Workspace Categories: Present

Generate report Cancel



Step 3) Review the first tab in this report called “All Leap into K- Participants”

	A	B	E	F	G	H	I	J	K	L	M	N	O	Q	S	T
	Agency Name	School Name	Client Unique Id / Workspace Number	SSID Number	Name	Enrollment Status	Date of Birth	Age	Gender	Language	Release to Participate (2026-2027)	Release of Information (2026-2027)	Risk Factors (Y/N)	Number of Days Attended: TOTAL	Number of Hours Attended: TOTAL	Inclusive Identity
1																
2	Mult Co	Grouptrail School	11111111	22222334	Test 1	Enrolled at this school	10/20/20	5	Man/Boy	Spanish	Yes	Yes	No	8	32.0	Latino/Hispanic
3	Mult Co	Grouptrail School	22222222		Test 2	Enrolled at this school	11/4/20	5	Man/Boy	English	Yes	Yes	No	8	32.0	White
4	Mult Co	Grouptrail School	33333333		Test 3	Enrolled at this school	2/19/21	5	Woman/Girl	English	Yes	Yes	No	7	28.0	Black/African American, White
5	Mult Co	Grouptrail School	44444444	55552334	Test 4	Enrolled at this school	5/10/21	5	Man/Boy	Spanish	Yes	Yes	Yes	8	32.0	Latino/Hispanic
6	Mult Co	Grouptrail School	55555555		Test 5	Enrolled at this school	1/21/21	5	Woman/Girl	English	Yes	Yes	No	8	32.0	African, White
7	Mult Co	Grouptrail School	66666666		Test 6	Enrolled at this school	8/24/21	5	Woman/Girl	English	Yes	Yes	No	8	32.0	White
8	Mult Co	Grouptrail School	77777777		Test 7	Enrolled at this school	12/9/20	5	Man/Boy	English	Yes	Yes	No	8	32.0	Black/African American, White
9	Mult Co	Grouptrail School	88888888		Test 8	Enrolled at this school	8/5/21	5	Woman/Girl	English	Yes	Yes	No	8	32.0	White
10	Mult Co	Grouptrail School	99999999	32425555	Test 9	Enrolled at this school	5/17/21	5	Woman/Girl	Spanish	Yes	Yes	Yes	6	24.0	Latino/Hispanic
11	Mult Co	Grouptrail School	111111110		Test 10	Other	9/2/25	1	Woman/Girl	English	Yes	Yes	No	3	12.0	Latino/Hispanic, White
12	Mult Co	Grouptrail School	122222221		Test 11	Enrolled at this school	10/28/20	5	Man/Boy	Other	Yes	Yes	Yes	1	4.0	White
13	Mult Co	Grouptrail School	133333332		Test 12	Enrolled at this school	5/20/21	5	Woman/Girl	Creole	Yes	No	Yes	3	12.0	Black/African American
14	Mult Co	Grouptrail School	144444443	213456789	Test 13	Enrolled at this school	11/22/16	9	Man/Boy	English	Yes	Yes	Yes	1	4.0	White
15	Mult Co	Grouptrail School	155555554		Test 14		12/12/89	36	Woman/Girl	Spanish	Yes	Yes		1	4.0	Latino/Hispanic
16	Mult Co	Grouptrail School	166666665		Test 15		1/7/81	45	Man/Boy	English	Yes	Yes		1	4.0	White
17	Mult Co	Grouptrail School	177777776		Test 16	Other	10/18/90	35	Woman/Girl	English	Yes	Yes		2	6.3	White
18	Mult Co	Grouptrail School	188888887		Test 17	Other	4/8/92	34	Man/Boy	English	Yes	Yes		1	4.0	Black/African American, White
19	Mult Co	Grouptrail School	199999998		Test 18	Other	12/1/92	33	Woman/Girl	English	Yes	Yes		1	4.0	Black/African American, White
20	Mult Co	Grouptrail School	211111109		Test 19	Other	2/12/85	41	Woman/Girl	English	Yes	Yes		2	6.3	White
21	Mult Co	Grouptrail School	222222220		Test 20	Other	9/28/88	37	Man/Boy	English	Yes	Yes		1	4.0	White
22	Mult Co	Grouptrail School	233333331		Test 21	Other	9/9/85	41	Woman/Girl	English	Yes	Yes		1	4.0	Latino/Hispanic

All Leap into K- Participants | Leap into K- Student Class ONLY | Leap into K-Parent Class ONLY | Data | Counts | Permissions

Once you have open the report, you will see calculations happening on the report, please allow time for the report to process the calculations (**bottom right hand corner**)

The first tab in this report will contain all participants who have recorded attendance for Leap into Kinder programs for the date ranges generated

This report will contain the following:

- Agency Name
- School Name
- Participant information
- Number of Days Attended Total
- Number of Hours Attended Total
- Demographic Breakdown

Column Q will display the **total number of days** attended by each participant for Leap into Kinder activities

Column S will display the **total number of hours** attended by each participant for Leap into Kinder activities



Step 4) Review the second tab in this report called “Leap into K - Student Class ONLY”

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Participant Workspace Number	Participant Name	School	Linked Leap Into Kinder: Children Class(es)	DOB	Age	SSID #	Registering for EKT OR Leap into K?	Did child attend Head Start	If yes, what was the name of the Head Start	Did child attend preschool or kindergarten?	If yes, what was the school name?	Child is receiving special education services?
1													
2	111111	Test 1	Grouptrail School	Leap into Kinder Children Class Summer 2026	10/20/2020	5	22222222	Yes	I don't know		Yes	Great Preschool	I don't know
3	222222	Test 2	Grouptrail School	Leap into Kinder Children Class Summer 2027	10/21/2020	5	33333333	Yes	No		Yes	Great Preschool	No
4	333333	Test 3	Grouptrail School	Leap into Kinder Children Class Summer 2028	10/22/2020	5	44444444	Yes	No		Yes	Great Preschool	No
5	444444	Test 4	Grouptrail School	Leap into Kinder Children Class Summer 2029	10/23/2020	5	55555555	Yes	No		Yes	Great Preschool	No
6	555555	Test 5	Grouptrail School	Leap into Kinder Children Class Summer 2030	10/24/2020	5	66666666	Yes	No		Yes	Great Preschool	No
7	666666	Test 6	Grouptrail School	Leap into Kinder Children Class Summer 2031	10/25/2020	5	77777777	Yes	No		Yes	Great Preschool	No
8	777777	Test 7	Grouptrail School	Leap into Kinder Children Class Summer 2032	10/26/2020	5	88888888	Yes	No		Yes	Great Preschool	No
9	888888	Test 8	Grouptrail School	Leap into Kinder Children Class Summer 2033	10/27/2020	5	99999999	Yes	No		Yes	Great Preschool	Yes
10	999999	Test 9	Grouptrail School	Leap into Kinder Children Class Summer 2034	10/28/2020	5	Missing	Yes	No		Missing	Great Preschool	Yes
11	1111110	Test 10	Grouptrail School	Leap into Kinder Children Class Summer 2035	10/29/2020	5	Missing	Yes	Missing		Missing		No
12	1222221	Test 11	Grouptrail School	Leap into Kinder Children Class Summer 2036	10/30/2020	5	Missing	Yes	Yes	Kinder Play	No		No
13	1333332	Test 12	Grouptrail School	Leap into Kinder Children Class Summer 2037	10/31/2020	5	10_20101	Yes	Yes	Kinder Play	No		No
14													
All Leap into K- Participants Leap into K- Student Class ONLY Leap into K-Parent Class ONLY Data Counts Permissions													

The second tab in this report will contain a list of students who have recorded attendance for any Leap Into Kinder Classroom/Class activity

Students will only appear in this tab if they're directly linked or served in an Leap Into Kinder Classroom. This will only happen based on the following conditions:

- Enrolled into an Leap Into Kinder activity that is explicitly labeled with the identifier of “Class” or “Classroom” in the activity name
- Student has attendance recorded for “Present” at least once

This report will contain the following:

- Participant Workspace Number
- Participant name
- Leap Into Kinder “class” activities linked to the participant
- Participant Information
- Leap Into Kinder related questions

Students who do not have responses recorded for the Leap Into Kinder questions will be highlighted in yellow with the word “Missing” displayed

This includes SSID Number



Step 5) Review the third tab in this report called “Leap into K- Parent Class ONLY”

	A	B	C	D	E	F	G	H
	Participant Workspace Number	Participant Name	School	Linked Leap into K Parent/Adult Class(es)	DOB	Age	Current Grade	Gender
1								
2	1111111	Parent 1	Grouptrail School	Leap Into Kinder Parent Group Summer 2026 (12345678)	12/12/1989	36	Parent/Adult	Woman/Girl
3	2222222	Parent 2	Grouptrail School	Leap Into Kinder Parent Group Summer 2026 (12345678)	12/13/1989	36	Parent/Adult	Man/Boy
4	3333333	Parent 3	Grouptrail School	Leap Into Kinder Parent Group Summer 2026 (12345678)	12/14/1989	36	Parent/Adult	Woman/Girl
5	4444444	Parent 4	Grouptrail School	Leap Into Kinder Parent Group Summer 2026 (12345678)	12/15/1989	36	Parent/Adult	Man/Boy
6	5555555	Parent 5	Grouptrail School	Leap Into Kinder Parent Group Summer 2026 (12345678)	12/16/1989	36	Parent/Adult	Woman/Girl
7	6666666	Parent 6	Grouptrail School	Leap Into Kinder Parent Group Summer 2026 (12345678)	12/17/1989	36	Parent/Adult	Man/Boy
8	7777777	Parent 7	Grouptrail School	Leap Into Kinder Parent Group Summer 2026 (12345678)	12/18/1989	36	Parent/Adult	Woman/Girl
9	8888888	Parent 8	Grouptrail School	Leap Into Kinder Parent Group Summer 2026 (12345678)	12/19/1989	36	Parent/Adult	Man/Boy
		All Leap into K- Participants	Leap into K- Student Class ONLY	Leap into K-Parent Class ONLY	Data	Counts	Permissions	

The third and last tab in this report will contain a list of parents who have recorded attendance for any Leap Into Kinder “Parent” activity

Parents/Adults will only appear in this tab if they’re directly linked or served in an Leap Into Kinder Parent activity. This will only happen based on the following conditions:

- Enrolled into an Leap Into Kinder activity that is explicitly labeled with the identifier of “Parent” in the activity name
- Parent/Adult has attendance recorded for “Present” at least once

This report will contain the following:

- Participant Workspace Number
- Participant Name
- Leap Into Kinder “Parent” activities linked to participant
- Participant Information



Thank you!

Multnomah County

Youth & Family Services

SUN Service System Data Team

yfsdatasupport@multco.us