



Grouptrail SUN Community School Overview

Grouptrail Reports for General Users 2026-2027

How to run and generate reports in Grouptrail





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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1.1) O&O SUN Progress Summary Report

Please Note:

This section reviews how to generate and run the “O&O Progress Summary Report in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

1.1) O&O SUN 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 students served
- This report includes a column that calculates the number of participants who have been “**present**” at least 30 days or more
- 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**
- 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 1.1) O&O SUN Progress Summary Report

To Generate the O&O SUN Progress Summary Report, go to your **Report Tracker** and click the correct report:

O&O SUN Progress Summary Report

If you hover your mouse over the appropriate report, you will see the full description title name

The screenshot shows the 'Reports' section of the Grouptrail interface. At the top right is a '+ Add New' button. Below the header is a dark grey bar with a 'Reports' dropdown menu. Underneath is a 'Featured Reports' section containing a grid of 16 report cards. The first card, '1.1) O&O SUN Progress Summary Report', is highlighted with an orange box. The other cards are arranged in a 4x4 grid.

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
3.1) O&O EKT: Progress Summary Report	3.2) O&O EKT: Demographic Summary Report	3.3) O&O EKT: Participant Info Report	8.1) Attendance History (Agency ETO Report)
5.2) Activities Information (Agency ETO Report)	5.3) Participant Information (Agency ETO Report)	5.4) MPS Survey Report	7.8) Participant Info - Helper Report



Step 2: Select 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, 2024 to May 20th, 2025**)

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 Progress Summary Report (Excel Version 2024)

Filters

Filter date: Date of Activity

Range: Custom

From: To:

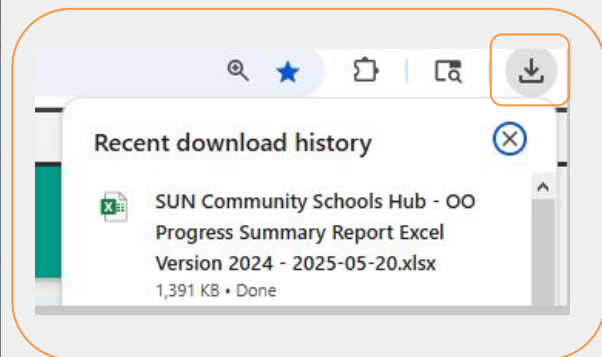
Categories: Form: Attendance

Tags: Any

Linked Tags: None selected

Linked Workspace Categories: Present

Generate report Cancel



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 the following:

-) **Site Names(s)**
(located in column A)
-) **Total Participants Served**
(located in column B)
-) **Total Students Served**
(located in column C)
-) **Total Adults Served**
(located in column D)
-) **Missing DOB**
(located in column E)
-) **Students of color served**
(Located in column F)
-) **Students who identify with a Risk Factor of "Yes"**
(Located in column G)
-) **Participants attending SUN 30-days or more**
(Located in column H)

Step 3: Review your data on Progress towards Meeting 30 days attendance goal.

A	B	C	D	E	F	G	H
Site	Participants	Students	Adults	Missing DOB	Students of Color	Risk Factor	30+ Days Attendance
	292	228	62	2	204	218	88



1.2) O&O SUN Demographic Summary Report

Please Note:

This section reviews how to generate and run the “O&O SUN Demographic Summary Report in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

1.2) O&O SUN Demographic Summary Report

Reporting Context:

- This report in Grouptrail provides a breakdown of inclusive identities based on the participants a site is serving
- 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=E2qBofOrAXY>



To Generate the O&O Demographic Summary Report, go to your **Report Tracker** and click the correct report:

O&O SUN Demographic Summary Report

If you hover your mouse over the appropriate report, you will see the full description title name

Step 1: Click on 1.2) O&O SUN Demographic Summary Report

The screenshot shows the 'Reports' section of the Grouptrail interface. At the top right is a '+ Add New' button. Below the 'Reports' header is a dark bar with a 'Reports' dropdown menu, which is highlighted by an orange box. Below this is a 'Featured Reports' section containing a grid of 16 report cards. The second card in the first row, '1.2) O&O SUN Demographic Summary Report', is highlighted by an orange box. An orange line with circular endpoints connects the text 'O&O SUN Demographic Summary Report' to the highlighted report card. Another orange line connects the text '***If you hover your mouse over the appropriate report, you will see the full description title name***' to the same report card.

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
▲ 3.1) O&O EKT: Progress Summary Report	▲ 3.2) O&O EKT: Demographic Summary Report	▲ 3.3) O&O EKT: Participant Info Report	▲ 3.1) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)	▲ 5.4) MPS Survey Report	▲ 7.8) Participant Info - Helper 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, 2024 to May 20th, 2025**).

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:

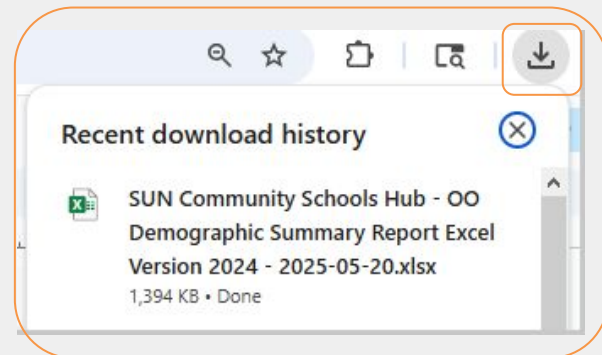
Categories Form: Attendance

Tags Any

Linked Tags None selected

Linked Workspace Categories Present

Generate report
Cancel





Step 3: Review your Demographic data.

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 **adult** and **student** participants

This report will contain the **number** of adults and student who selected the appropriate inclusive identity along with the **percentage**

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

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1		Total		African			Asian			Black / African American			Hispanic / Latino						
2	Site	Students	Adults	Students		Adults		Students		Adults		Students		Adults		Students		Adults	
3		N	N	N	%	N	%	N	%	N	%	N	%	N	%	N	%	N	%
4		231	61	18	7.8%	1	1.6%	34	14.7%	1	1.6%	59	25.5%	11	18.0%	95	41.1%	38	62.3%



1.3) O&O SUN Missing Participant Data Report

Please Note:

This section reviews how to generate and run the “O&O SUN Missing Participant Data Report in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

1.3) O&O SUN Missing Participant Data Report

Reporting Context:

- This report in Grouptrail allows a user to check their missing data for participants that they're serving
- This report includes four different tabs:
 - 1) Missing Data Summary for all Participants
 - 2) Missing Data Summary for all Students
 - 3) Required Fields for - All
 - 4) Required Fields for - Students
- All fields listed in the report are required for the appropriate participant
- 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**
- 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
 - a. To avoid this issue, a user can copy and paste just the values in the report into a new Excel tab or Google Sheets
 - b. 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 1.3) O&O SUN Missing Participant Data Report

To Generate the O&O SUN Missing Participant Data Report, go to your **Report Tracker** and click the correct report:

O&O SUN Missing Participant Data Report

If you hover your mouse over the appropriate report, you will see the full description title name

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
▲ 3.1) O&O EKT: Progress Summary Report	▲ 3.2) O&O EKT: Demographic Summary Report	▲ 3.3) O&O EKT: Participant Info Report	▲ 3.4) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)	▲ 5.4) MPS Survey Report	▲ 7.8) Participant Info - Helper 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, 2024 to May 20th, 2025**)

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 Missing Participant Data Report (Excel Version 2024)

Filters

Filter date: Date of Activity

Range: Custom

From: To:

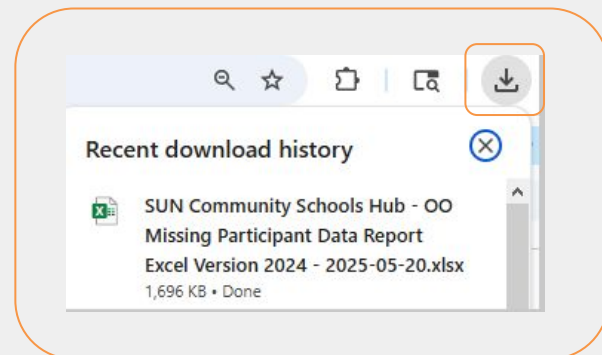
Categories: Form: Attendance

Tags: Any

Linked Tags: None selected

Linked Workspace Categories: Present

Generate report **Cancel**



Step 3: Review each tab for Missing Participant Data

	A	B	C	D	E	F	G	H	I	J
1	Site	Participants	# DOB	% DOB	# Gender	% Gender	# Inclusive Identity	% Inclusive Identity	# Primary Language	% Primary Language
2		292	0	0.0%	0	0.0%	0	0.0%	0	0.0%
3										
4										
5										
6										
7										
8										

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 of this report will be a **Missing Data Summary for all participants served**

The first tab will give you a **summary overview** of all the fields that are **required** and **missing** for both an **adult** and **student** participant:

-) Column A will contain the school(s) name
-) Column B will be the **total number** of **adult** and **student** participants served
-) Column C - J will contain the **required fields** for both an **adult** and **student** participant
-) The columns in this tab will give you a breakdown by the **number** of adults and student who are missing the required fields along with the **percentage**

Missing Data Summary - All	Missing Data Summary - Students	Records with Missing Values
----------------------------	---------------------------------	-----------------------------

Step 4: Review Missing Data Summary for Students tab

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Site	Participants <21	# Risk Factor	% Risk Factor	# SSID	% SSID	# Release to Participate	% Release to Participate	# Release of Information	% Release of Information	# Photo Release	% Photo Release	# Fishy SSID	% Fishy SSID
2		231	2	0.9%	2	0.9%	42	18.2%	132	57.1%	171	74.0%	0	0.0%
3														
4														
5														
6														

The second tab of this report will be a Missing Data Summary for **students** served

The second tab will give you a **summary overview** of the **additional** fields that are **required** and **missing** for a **student** participant:

Missing Data Summary - All	Missing Data Summary - Students	Records with Missing Values
----------------------------	---------------------------------	-----------------------------

-) Column A will contain the school(s) name
-) Column B will be the **total number** of students served
-) Column C - L will contain the additional **required** and **missing** fields for **students**
-) Column M- N will calculate any SSID numbers that are considered “**Fishy/Sketchy**” which is defined by any number that is **not an 8-digit number**
(Example: Anything less or greater than an 8-digit number)
-) The columns in this tab will give you a breakdown by the **number** of students who are missing the required fields along with the **percentage**

Step 6: Review the “Required Fields for - Students tab

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Site	Workspace number	Name	Date of Birth	Age	Primary language spoken at home	Inclusive Identity	Gender	Risk Factor	Student State ID # (SSID)	Release to Participate Granted for 2025-2026	Release of Information Granted for 2025-2026	Photo Release Granted for 2025-2026	Fishy SSID (not 8-digit)
Elementary	11888834	Alicia	7/7/2017	8	Spanish	Latino/Hispanic	Woman/Girl			Yes	Yes	Yes	
Elementary	11240055	Andrea	1/22/2021	4	Spanish	Latino/Hispanic	Woman/Girl	Yes					
Elementary	12130870	Anthony	1/11/2020	5	Spanish	Latino/Hispanic	Man/Boy	No		Yes	No	No	
Elementary	11381182	Aranza	3/9/2018	7	Spanish	Latino/Hispanic	Woman/Girl	Yes	22222222				
Elementary	11886385	Arianna	7/9/2016	9	Spanish	Latino/Hispanic	Woman/Girl			Yes	Yes	Yes	
Elementary	11573855	Aurora	12/29/2023	1	English, Spanish	Latino/Hispanic	Woman/Girl	Yes					
Elementary	11886452	Christopher	6/30/2017	8	Spanish	Latino/Hispanic	Man/Boy			Yes	Yes	Yes	
Elementary	12130960	Dayana	10/19/2020	5	English	Latino/Hispanic	Woman/Girl			Yes	Yes	Yes	
Elementary	12131785	Denis	6/25/2016	9	Spanish	Latino/Hispanic	Man/Boy		22113311	Yes	Yes	No	
Elementary	12096123	Elliott	6/18/2020	5	English	White	Woman/Girl	No		Yes	Yes	Yes	
Elementary	11237929	Ethan	11/4/2021	4	Spanish	Latino/Hispanic	Man/Boy	Yes					
Elementary	12096210	Finnley	7/20/2020	5	English	White	Woman/Girl	No	232	Yes	Yes	Yes	SKETCHY
Elementary	11886377	Genaro	11/3/2012	13	Spanish	Latino/Hispanic	Man/Boy			Yes	Yes	Yes	
Elementary	12096154	Isabella	4/2/2020	5	Spanish	Latino/Hispanic	Woman/Girl	Yes		Yes	Yes	Yes	
Elementary	12130906	Itzel	9/26/2019	6	Spanish	Latino/Hispanic	Woman/Girl	Yes		Yes	Yes	Yes	
Elementary	11237938	Ivan	8/1/2024	1	Spanish	Latino/Hispanic	Man/Boy	Yes					
Elementary	12130715	Jack	1/29/2020	5	English	White	Man/Boy	No		Yes	Yes	Yes	
Elementary	11101889	Jermiah	8/24/2022	3	Spanish	Latino/Hispanic	Man/Boy	Yes					

Missing Data Summary - Students
Required Fields for - All
Required Fields for - Students

The fourth tab of this report will be a **list of students** that are **missing any of the fields** based on the summary overviews in tab 2 (**these tabs are color coordinated to match green**)

Any cell that is “**Blank and Yellow**” means that student is missing that field. **To update the field you will need to go into Grouptrail, find the participant and update that information.**

Fields that are missing for participants will automatically highlight in “**yellow**” for quick access

“**Fishy**” SSID numbers are flagged on this tab and will display “**SKETCHY**” in the corresponding cell of the student. Any students with SKETCHY SSID numbers will need to be updated in Grouptrail.

Please use the **summary overviews** in **tab 2** in this report to determine if you will need to update any missing field for a participant

Participants that are not provided an SSID number (like adults or children less than 5 years old) will not appear on this tab of the report. Please keep in mind that any child or student equal or over the age of 5 years old will be generated on this report. The required fields for students are consider anyone who is between the ages of: 0-20. Again, SSID will not display for any child less than 5 or a student over the age of 20.



1.4) O&O SUN Non-Enrollment Progress Report

Please Note:

This section reviews how to generate and run the “O&O SUN Non-Enrollment Progress Report in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

1.4) O&O SUN Non-Enrollment Progress Report

Reporting Context:

- This report in Grouptrail allows a user to check the number of Non-enrolled events they currently have created in the system
- This report includes a column that provides the total number of non-enrolled events following: total number of adults and students who have attended (**if recorded**)
- To record the number of headcounts to a non-enrolled event in Grouptrail, a user should do the following:
 - Find and click the non-enrolled activity in Grouptrail to update
 - Once the activity has open, scroll to the bottom of the activity details page
 - Enter the number of adults and students who have attended the event
- 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**
- The report will take a user anywhere between 30 seconds to one minute to download
- 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=E2qBofOrAXY>



Volleyball Spring 2025

Provider: El Programa Hispano 

Subcategory: Hall Elementary 

Start Date: 04/14/2025 

End Date: 05/29/2025 

Max enrollment: 15 

DETAILS/DETALLES

SIGN UP

Age range: 7 years to 12 years old

Time offered: After School 

Frequency: Once a week 

Recurring Weekly Schedule: Monday 

Start time: 3:05pm 

End time: 5:10pm 

Teacher/Counselor: Karen 

Location: Gym & field 

Max enrollment: 15 

Max waitlist: 5 

Partners: 

Is this a P-3 Activity?: 

Enrollment Type: Open 

of Students Attended: 

of Adults Attended: 



Step 1: Click on 1.4) O&O SUN Non-Enrollment Progress Report

To Generate the O&O SUN Non-Enrollment Progress Report, go to your **Report Tracker** and click the correct report:

O&O SUN Non-Enrollment Progress Report

If you hover your mouse over the appropriate report, you will see the full description title name

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 Non-Enrollment Progress Report	▲ 1.4) O&O SUN Non-Enrollment Summary Report
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▲ 2.3) Mini Student Schedules	▲ 2.4) Master Site Report: Participant Daily Schedule	▲ 2.5) Attendance & Dismissal Sheets	▲ 2.6) Activity Dismissal Report
▲ 3.1) O&O EKT: Progress Summary Report	▲ 3.2) O&O EKT: Demographic Summary Report	▲ 3.3) O&O EKT: Participant Info Report	▲ 3.4) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)	▲ 5.4) MPS Survey Report	▲ 7.8) Participant Info - Helper Report

Step 2: Select 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, 2024 to May 20th, 2025**)

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 Non-Enrollment Progress Report (Excel Version 2024)
×

Filters

Filter date

Start Date

Range

Custom

From:

To:

Categories

Activities

Tags

Non-Enrollment

Linked Tags

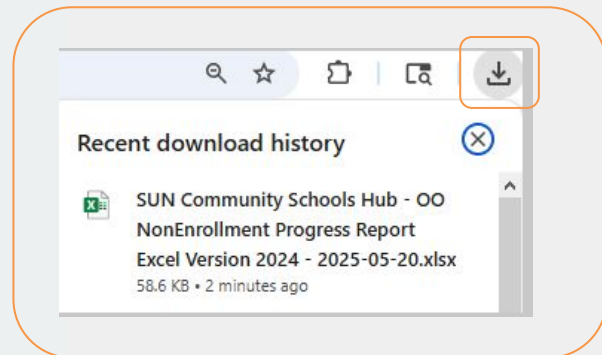
None selected

Linked Workspace Categories

None selected

Generate report

Cancel





Step 3: Review your data on Non-Enrollment activities

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 the following:

-) **Site Names(s)**
(located in column A)
-) **Total Non-Enrolled Events**
(located in column B)
-) **Total Adults Attended**
(located in column C)
-) **Total Students Attended**
(located in column D)
-) **Total of all Adults and Students**
(located in column E)

	A	B	C	D	E	F
1	Site	Activities	Adults	Students	Total Attended	
2		3	223	465	688	
3						
4						
5						
6						
7						
8						
9						
10						
11						

Important: If you generate this report and see Excel errors displaying: **#VALUE!** or **NA**, please note that they're no Non-Enrolled events that have been created for your site. If you have multiple school access and do not see a specific school appear, this means that there has not been any non-enrolled events created for the site



1.5) O&O Participant Info - Total Number of Days Attended

Please Note:

This section reviews how to generate and run the O&O Participant info (Total Number of Days Attended Report) in Grouptrail. This report will display a list of participants that have been served in SUN (this includes EKT, Leap into Kinder and/or P-3 programs)

1.5) O&O Participant Info - Total Number of Days Attended Report

Reporting Context:

- This report in Grouptrail provides a list of all participants currently being served in SUN between the date ranges the report is being generated for
- The report will include two columns that provide the total number of days and hours attended per participant
- 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**
- 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>



To Generate the O&O Participant Info - Total Number of Days Attended Report, go to your **Report Tracker** and click the correct report:

O&O Participant Info (Total Number of Days Attended) Report

If you hover your mouse over the appropriate report, you will see the full description title name

Step 1: Click on 1.5) O&O Participant Info - Total Number of Days Attended report

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▲ 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
▲ 3.1) O&O EKT: Progress Summary Report	▲ 3.2) O&O EKT: Demographic Summary Report	▲ 3.3) O&O EKT: Participant Info Report	▲ 3.4) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)	▲ 5.4) MPS Survey Report	▲ 7.8) Participant Info - Helper Report

Step 2: Enter the Date Range you want to look at and click Generate report. Open the report in Excel once it downloads.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Fall SUN Session Dates from September 1st to December 31st**)

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"


Participant Info - Total Number of Days Attended

Filters

Filter date

Range

Categories

Tags

Linked Tags

Linked Workspace Categories

Date of Activity

Custom

From: 2024-09-01 To: 2024-12-31

Form: Attendance

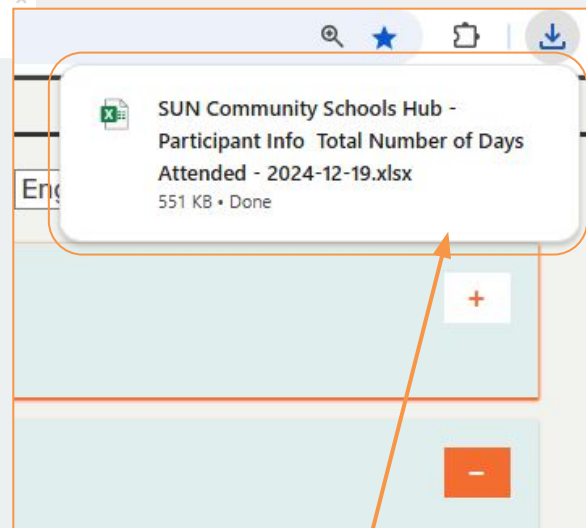
Any

None selected

None selected

Generate report

Cancel



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



Step 3: Review your data on Individual Participants

Once you have open the report, you will see calculations happening on the report

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 R will display the **total number of days** attended by each participant

Column T will display the **total number of hours** attended by each participant

A	B	H	I	K	L	M	N	P	R	T
Agency Name	School Name	Enrollment Status	EKT Participant	Age	Gender	Language	Release granted by parent (2024-2025)?	Risk Factors (Y/N)	Number of Days Attended: TOTAL	Number of Hours Attended: TOTAL
Immigrant & Refugee Community Organiza	Rose City Park Eleme			6	Woman/Girl	English	Yes	No	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			6	Woman/Girl	English	Yes		15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Man/Boy	English	Yes	Yes	13	32.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			6	Woman/Girl	English	Yes	Yes	15	30.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	Vietnamese	Yes	Yes	11	27.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Woman/Girl	English	Yes	Yes	11	30.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	English	Yes	Yes	13	32.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	English	Yes	Yes	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Woman/Girl	English	Yes	Yes	19	56.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Woman/Girl	English	Yes	No	10	25.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			9	Woman/Girl	English	Yes	Yes	12	30.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			11	Woman/Girl	English	Yes	No	9	22.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			9	Woman/Girl	English	Yes	Yes	10	25.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Woman/Girl	English	Yes	No	8	20.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			6	Man/Boy	English	Yes	No	16	40.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Man/Boy	Vietnamese	Yes	Yes	12	30.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	English	Yes	No	3	7.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	English	Yes	Yes	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Man/Boy	Vietnamese	Yes	Yes	14	35.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	Vietnamese	Yes	Yes	13	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			7	Woman/Girl	Laotian	Yes	Yes	13	32.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Woman/Girl	English	Yes	Yes	12	30.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Man/Boy	Vietnamese	Yes	Yes	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Man/Boy	Amharic	Yes	No	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Man/Boy	English	Yes	Yes	15	37.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Woman/Girl	Vietnamese	Yes	Yes	11	27.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Man/Boy	English	Yes	Yes	7	17.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Woman/Girl	English	Yes	Yes	16	45.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			11	Man/Boy	Vietnamese	Yes	Yes	12	30.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			9	Woman/Girl	Vietnamese	Yes	Yes	11	27.5
Immigrant & Refugee Community Organiza	Rose City Park Eleme			8	Woman/Girl	Vietnamese	Yes	Yes	10	25.0
Immigrant & Refugee Community Organiza	Rose City Park Eleme			10	Woman/Girl	English	Yes	Yes	15	37.5



1.6) O&O SUN Activity Total Summary Report

Please Note:

This section reviews how to generate and run the “O&O SUN Activity Total Summary Report” in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

1.6) O&O SUN Activity Total Summary Report

Reporting Context:

- This report in Grouptrail provides users with a holistic overview of the total number of unique participants served in SUN activities, as well as the total number of activities serving specific target participant groups
- 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**
- The report includes two tabs:
 - **Activity Attendance Summary** – Total unique participants served in SUN activities, broken down by students and adults
 - **Target Participant Summary** – Total activities serving specific target participant groups
- 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 1.6) O&O SUN Activity Total Summary Report

To Generate the O&O SUN Activity Total Summary Report, go to your **Report Tracker** and click the correct report:

O&O SUN Activity Total Summary Report

If you hover your mouse over the appropriate report, you will see the full description title name

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▲ 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
▲ 3.1) O&O EKT: Progress Summary Report	▲ 3.2) O&O EKT: Demographic Summary Report	▲ 3.3) O&O EKT: Participant Info Report	▲ 3.4) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)	▲ 5.4) MPS Survey Report	▲ 7.8) Participant Info - Helper Report

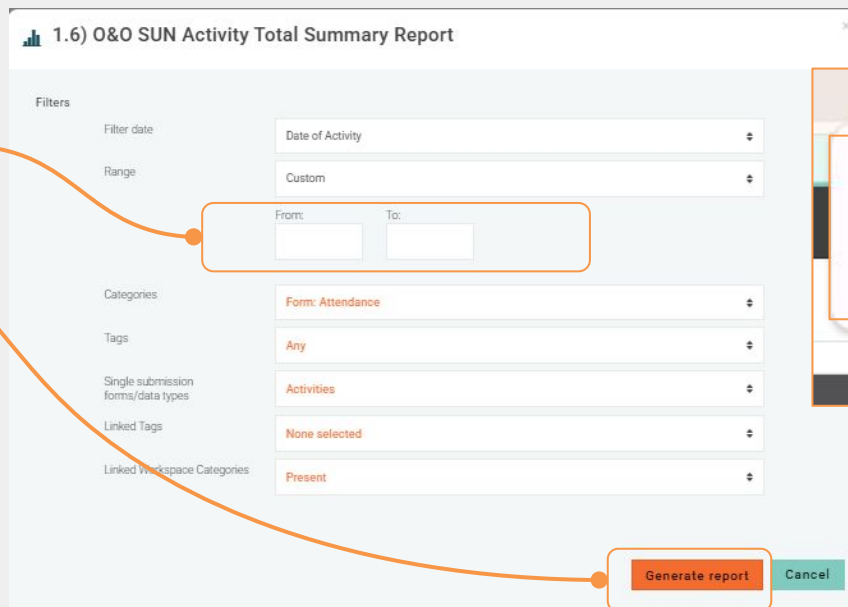
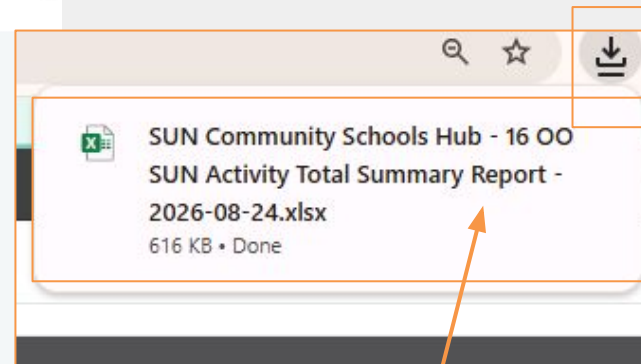
Step 2: Enter the Date Range you want to look at and click Generate report. Open the report in Excel once it downloads.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Fall SUN Session Dates from September 1st to December 31st**)

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"

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



Step 3: Review the first tab “Activity Attendance Summary”

Once you have open the report, in the first tab labeled: **Activity Attendance Summary** you will see the following columns:

- School Name
- Activity Name
- Total Participants Served
- Total Students (0-19) Served
- Total Adults (20+) Served

The first tab of this report provides users the ability to understand total counts of participants who have been served in SUN activities

Total counts will only appear for activities and participants that have recorded attendance with the status of “Present”

Total counts equals the number of unique participants who were at least present once for corresponding activities

A	B	C	D	E
Site	Activity Name	Total Participants Served	Total Students (0-19) Served	Total Adults (20+) Served
Grouptrail Elementary	Book Fair Event	39	0	39
Grouptrail Elementary	26-27 Latino Leadership Team	37	0	37
Grouptrail Elementary	26 Día De Los Niños Event	29	29	0
Grouptrail Elementary	1st/2nd grade arts and crafts	25	25	0
Grouptrail Elementary	3rd/4th Grade Soccer/ Creative Writing	22	21	1
Grouptrail Elementary	26 Proteja A Su Familia Workshop	21	0	21
Grouptrail Elementary	25-26 Thanksgiving Cooking Class	20	0	20
Grouptrail Elementary	EKT Parent group 2025	19	0	19
Grouptrail Elementary	25-26 Latino Leadership Team	19	0	19
Grouptrail Elementary	3rd-4th grade Art and Science	18	18	0
Grouptrail Elementary	EKT Children's Classroom 2025	18	18	0
Grouptrail Elementary	1st/2nd Science/arts and crafts	16	16	0
Grouptrail Elementary	4th-5th grade Science	16	16	0
Grouptrail Elementary	3rd-5th grade Science	16	16	0
Grouptrail Elementary	1st-5th Chess, Think Play Grow	16	16	0
Grouptrail Elementary	4/5th Grade science	15	15	0
Grouptrail Elementary	1/2nd Arts and Crafts	14	14	0
Grouptrail Elementary	26-27 Computer Class	13	0	13
Grouptrail Elementary	2nd-3rd Grade Sports, Skyhawks	13	13	0
Grouptrail Elementary	4th-5th grade Soccer AC Portland	13	13	0
Grouptrail Elementary	4th/5th Grade Art and Science	12	12	0
Grouptrail Elementary	26-27 Art and Craft	11	11	0

Activity Attendance Summary

Target Participant Summary

Data

Counts

Permissions



Step 4: Review the second tab “Target Participant Summary”

The second tab in this report labeled: **Target Participant Summary**, will display the following columns:

- School Name
- Total Enrolled Activities
- Total Participants Served
- Activities for Students/Youth
- Activities for Families
- Activities for Community and Neighbors
- Activities for School Staff and Teachers

A	B	C	D	E	F	G
Site	Total Enrolled Activities	Total Participants Served	Activities for Students/Youth	Activities for Families	Activities for Community and Neighbors	Activities for School Staff and Teachers
Grouptrail Elementary	25	244	16	2	7	0

Activity Attendance Summary	Target Participant Summary	Data	Counts	Permissions
-----------------------------	-----------------------------------	------	--------	-------------

The second tab of this report provides users the ability to understand the target participant group for their enrolled activities where attendance has been captured

Total counts for activity columns will only appear if there has been recorded attendance at least once for a participant



2.1) Partner with Attendance Report

Please Note:

This section reviews how to generate and run the Partner with Attendance Report in Grouptrail. This report is compatible with users that have an updated version of excel 2021 and above

2.1) Partner with Attendance Report

Reporting Context:

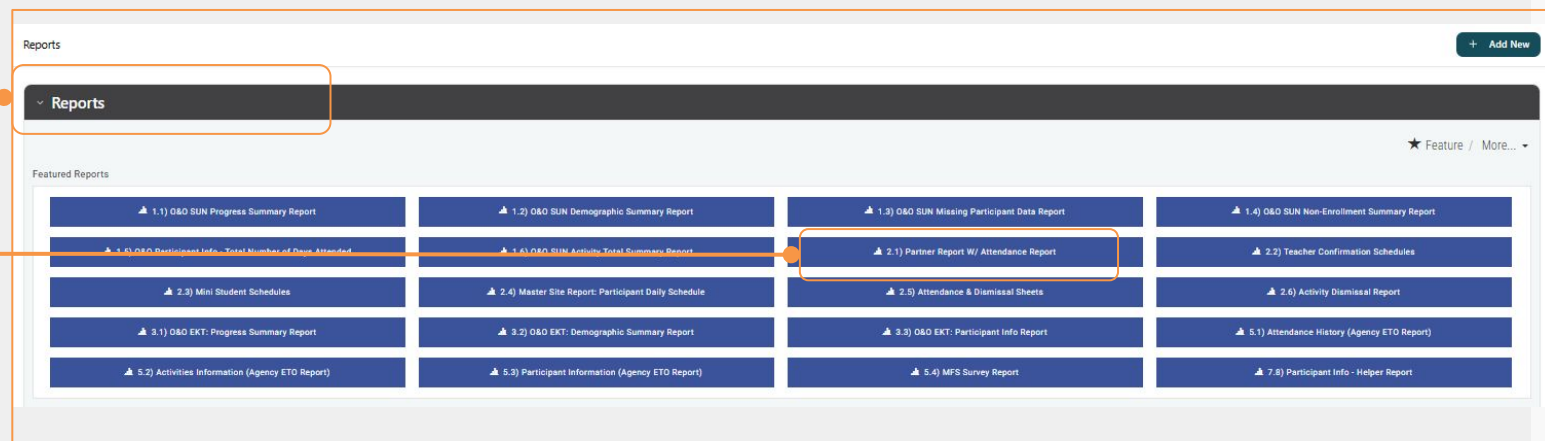
- This report in Grouptrail allows a user to generate a partner with attendance report for a specific SUN session
- Once the report is downloaded in Excel there is a filter tab to allow the user to select the appropriate activity
 - This report should be generated for a specific seasonal session (Example: Fall, Winter, Spring)
 - This report should not be generated outside of the start and end date of activities in a session
- The report will include two tabs:
 - **Filter Tab:** This tab allows a user to filter what activity they would like to see data for
 - **Report Tab:** This tab displays the chosen activity data with the corresponding linked participant information attached (participant info and attendance history for the activity)
- 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 2.1) Partner with Attendance Report

To Generate the Partner with Attendance Report, go to your **Report Tracker** and click the correct report:

Partner with Attendance Report

If you hover your mouse over the appropriate report, you will see the full description title name



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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
▲ 3.1) O&O EKT: Progress Summary Report	▲ 3.2) O&O EKT: Demographic Summary Report	▲ 3.3) O&O EKT: Participant Info Report	▲ 3.4) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)	▲ 5.4) MPS Survey Report	▲ 7.8) Participant Info - Helper 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: Summer SUN Session Dates from July 1st to August 30th**)

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"

 Partner Report W/ Attendance

Filters

Filter date

Date of Activity

Range

Custom

From:

To:

Categories

Form: Attendance

Tags

Any

Linked Tags

None selected

Linked Workspace Categories

None selected

Generate report

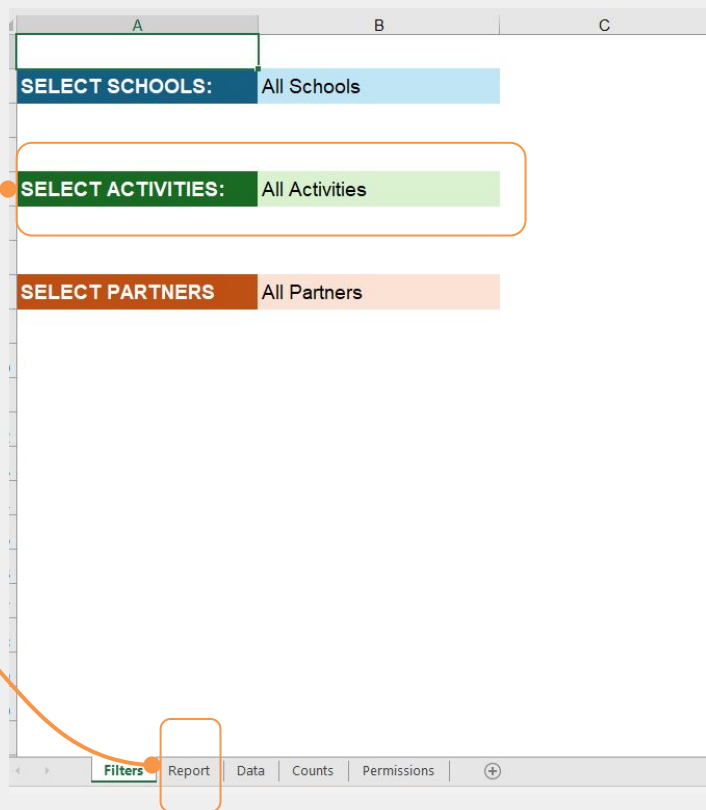
Cancel

Step 3) Generate the data once the report opens

Once you have open the report, you will need to generate the data. To generate data on the first tab of the report, **select the activity** you would like to see **participant attendance** for

You can use the other filter options like: **"Select Partners"** if you would like to **filter attendance by a specific partner**. If you have **multiple school access**, you can choose what school you would like to view attendance for

Once you have selected the activity you would like to view participant attendance for, **select the report tab** at the bottom of the spreadsheet



A	B	C
SELECT SCHOOLS: All Schools		
SELECT ACTIVITIES: All Activities		
SELECT PARTNERS All Partners		

Filters

Report

Data

Counts

Permissions

+



Step 4) Review your data

Once you have selected the activity and you have clicked the “**Report**” tab. You may review the participant data included for the activity which are the following:

- Workspace Number
- Activity Name
- Participant Name
- School
- Partner(s)
- Grade
- DOB
- Age
- Gender
- Language
- Photo Release
- Inclusive Identity
- Primary Contact and Number
- Street Address (City, State and Zipcode)
- Inclusive identity breakdown
- Total number of sessions attended for activity
- Date of Activities (Present = 1)

A	B	C	D	E	F	G	H	I	J	K	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
Workspace Number	Activity	Name	School	Partners	Grade	DOB	Age	Gender	Language	Photo Release	Inclusive Identity	African	Asian	Black / African American	Latino / Hispanic	Middle Eastern	Native American / Alaska Native	Native Hawaiian / Pacific Islander	Slavic	White	Declined to Answer	Total Sessions Attended	2024-10-08
10735611	Glenfair Fall	Jonathan, D	Glenfair Elem		6th	5/25/2013	11	Man/Boy	Spanish	Yes	Latino/Hispanic	0	0	0	1	0	0	0	0	0	0	6	0
10735642	Glenfair Fall	Fakhunda, Glenfair Elem			6th	3/18/2013	11	Woman/Girl	Persian	Yes	Asian, Latino/Hispanic	0	1	0	1	0	0	0	0	0	0	8	0
10735646	Glenfair Fall	Jonathan, C	Glenfair Elem		7th	1/16/2012	12	Man/Boy	Spanish	Yes	Latino/Hispanic, White	0	0	0	1	0	0	0	0	1	0	17	1
10735813	Glenfair Fall	Musa, Barak	Glenfair Elem		7th	5/7/2012	12	Man/Boy	Swahili	Yes	African, Black/African Ameri	1	0	1	0	0	0	0	0	0	0	18	0

Please Note: If you would like to review attendance for other activities, simply return back to the “Filters” tab and change the activity you would like to view

Filters

Report

Data

Counts

Permissions



2.2) Teacher Confirmation Schedules

Please Note:

This section reviews how to generate and run the Teacher Confirmation Schedule report in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

2.2) Teacher Confirmation Schedules

Reporting Context:

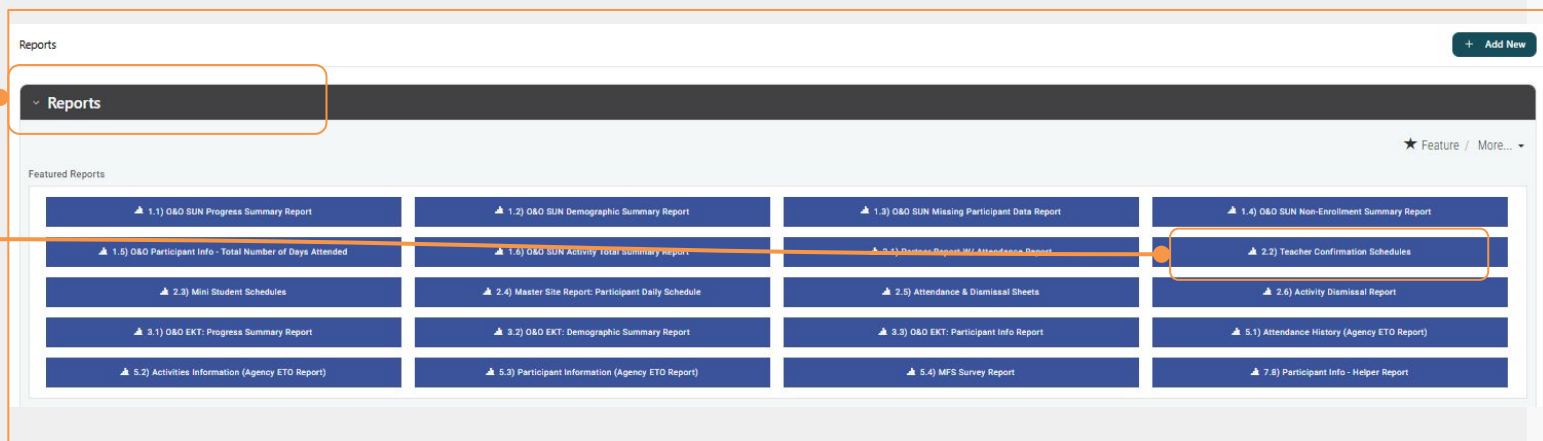
- This report in Grouptrail allows a user to view school-day teachers and students corresponding SUN schedule
- This report should be generated for a specific seasonal session (Example: Fall, Winter, Spring)
 - This report should not be generated outside of the start and end date of activities in a session
- The report will feature two tabs:
 - **Select Teacher Filter:** This tab allows a user to filter what teacher they would like to see students schedule for
 - **Teacher Confirmation List:** This tab displays the list of student schedules based on a Monday - Thursday frequency
- It's important to note that this report will only be accurate if a user updates their students school-day teacher field in Grouptrail annually
- It's important to note that if labeling of teachers are inconsistent then a user may see duplicates of the same teacher but with different name variations (causing inconsistencies)
- This report only views students who are enrolled in SUN activities between the grade levels of Kindergarten - 12th grade
- This report filters SUN activities that have a “**time-offered**” field of “**after-school**”
- This report will give two additional filter options in the first tab. **1)** View students with “**Blank**” listed teachers in their Grouptrail profile and **2)** An “**All Teacher**” filter to view all teachers
- 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 2.2) Teacher Confirmation Schedules

To Generate the Teacher Confirmation Schedules, go to your **Report Tracker** and click the correct report:

Teacher Confirmation Schedules

If you hover your mouse over the appropriate report, you will see the full description title name



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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	▲ 2.4) O&O SUN 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
▲ 3.1) O&O EKT: Progress Summary Report	▲ 3.2) O&O EKT: Demographic Summary Report	▲ 3.3) O&O EKT: Participant Info Report	▲ 8.1) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)	▲ 5.4) MPS Survey Report	▲ 7.8) Participant Info - Helper 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: Summer SUN Session Dates from July 1st to August 30th**)

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"

Teacher Confirmation Schedules (Excel Version 2021)

Filters

Filter date: Start Date

Range: Custom

From: 2025-09-08 To: 2025-12-19

Categories: Activities

Tags: After School

Single submission forms/data types: Choose

Linked Tags: 14 selected

Linked Workspace Categories: Enrolled

Generate report Cancel

Recent download history

SUN Community Schools Hub - Teacher Confirmation Schedules Excel Version 2021 - 2025-11-04.xlsx
131 KB • 2 minutes ago

Step 3: Generate the data once the report opens

Once you have open the report, you will need to generate the data. To generate data on the first tab of the report, **select the school-day teacher** you would like to see the corresponding students enrolled in SUN activities schedules for

Once you have selected the activity you would like to view participant attendance for, **select the report tab** at the bottom of the spreadsheet

SUN - Grouptail Elementary

Report Date Range: 4/6/2026 - 6/12/2026

Report Run on: 8/24/2026

SELECT TEACHER:

Savage

Select Teacher Filter

Teacher Confirmation List

Data

Counts

Permissions



Step 4: Review your data

Once you have selected the teacher in the first tab and you have clicked the **“Teacher Confirmation List”** tab. You will see the enrolled students schedules corresponding to their school-day teacher

Students schedules are categorized by **Monday, Tuesday, Wednesday** and **Thursday**

In order to get a neat display of participants schedules based on their school day teacher and SUN schedules in Excel, the weekdays are separated in categorized rows going horizontally

The data in each weekday column will include:

- Student Name (Grade)
- Activity Name (Start Time)
- Location of Activity
- Start and end date of activity

Selected Teacher: Savage				
Monday				
Student Name	Activities	Location	Dates	Teacher
Robert Jones (1st)	Spring Art & SUN FUN Gr. K-3	(M Rm 159, Rm 161	4/7/2026 - 5/22/2026	Savage
Rachel Robinson (1st)	Spring Art & SUN FUN Gr. K-3	(M Rm 159, Rm 161	4/7/2026 - 5/22/2026	Savage
Tuesday				
Student Name	Activities	Location	Dates	Teacher
Wednesday				
Student Name	Activities	Location	Dates	Teacher
Rachel Robinson (1st)	Builder's Bonanza! Gr. K - 3	(We Cafeteria	4/7/2026 - 5/22/2026	Savage
Bob Jones (1st)	Builder's Bonanza! Gr. K - 3	(We Cafeteria	4/7/2026 - 5/22/2026	Savage
Thursday				
Student Name	Activities	Location	Dates	Teacher
Rachel Robinson (1st)	Power Hour: HW, Art & Games	G Rm 161	4/7/2026 - 5/22/2026	Savage

Please Note: If you would like to review student schedules for another teacher, simply return back to the “Select Teacher Filter” tab and change the activity you would like to view

Select Teacher Filter

Teacher Confirmation List

Data

Counts

Permissions



2.3) Mini Student Schedules

Please Note:

This section reviews how to generate and run the Mini Student Schedule Report in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

2.3) Mini Student Schedules

Reporting Context:

- This report in Grouptrail allows a user to view a student(s) current enrolled SUN schedule
- This report should be generated for a specific seasonal session (Example: Fall, Winter, Spring)
 - This report should not be generated outside of the start and end date of activities in a session
- The report will feature one tab:
 - **Student Mini Schedule:** This tab displays the student's schedule based on any enrolled SUN activities between a Monday - Thursday frequency
- This report will only populate activities that the student is enrolled in between the date ranges the report is generated for
- It's important to note that this report only views students who are enrolled in SUN activities between the grade levels of Kindergarten - 12th grade
- This report filters SUN activities that have a **"time-offered"** field of **"after-school"**
- This report can be used for a variety of tools like printing off a schedule for a student
 - To print, once you have selected a student schedule to view then highlight their schedule. Once highlighted, then click your print option and select **"print selection"**
- In order to get a neat display of participants schedules in Excel, only one participant schedule can be displayed at a time using the **"Select Student Filter"** tab
- 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 2.3) Mini Student Schedules

To Generate the Mini Student Schedules, go to your **Report Tracker** and click the correct report:

Mini Student Schedules

If you hover your mouse over the appropriate report, you will see the full description title name

The screenshot shows the 'Reports' section of the Grouptrail interface. At the top, there is a 'Reports' header with a dropdown arrow and a '+ Add New' button. Below this is a 'Featured Reports' section containing a grid of 16 report cards. Each card has a small upward arrow icon and a title. The report titled '2.3) Mini Student Schedules' is highlighted with an orange box. Other reports include '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', '3.1) O&O EKT: Progress Summary Report', '3.2) O&O EKT: Demographic Summary Report', '3.3) O&O EKT: Participant Info Report', '5.1) Attendance History (Agency ETO Report)', '5.2) Activities Information (Agency ETO Report)', '5.3) Participant Information (Agency ETO Report)', '5.4) MPS Survey Report', and '7.8) Participant Info - Helper Report'.

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
▲ 3.1) O&O EKT: Progress Summary Report	▲ 3.2) O&O EKT: Demographic Summary Report	▲ 3.3) O&O EKT: Participant Info Report	▲ 5.1) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)	▲ 5.4) MPS Survey Report	▲ 7.8) Participant Info - Helper 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: Summer SUN Session Dates from July 1st to August 30th**)

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"


Mini Student Schedules (Excel Version 2024)
×

Filters

Filter date

Range

From:

To:

Categories

Tags

Single submission forms/data types

Linked Tags

Linked Workspace Categories

Recent download history ×



SUN Community Schools Hu
Student Schedules Excel Version 2024 -
2025-11-04.xlsx
101 KB • Done



Step 3: Review your data

Once you have opened the report you will see a tab called: **"Student Mini Schedules"**.

Students schedules are categorized by **Monday, Tuesday, Wednesday and Thursday**

The data in each weekday row will include:

- Student Name and workspace number
- Days in SUN activities
- Enrolled activities
- Location of Activity
- Start and end date of activities
- School day teacher (if applicable)

Please Note: Enrolled activities will only display if the student is enrolled into a class on Monday, Tuesday, Wednesday and/or Thursday.

A

B

C

D

E

SUN - Grouptail Elementary

Report Date Range: 4/6/2026 - 6/12/2026

Report Run on: 8/24/2026

Student: Student 1 (111111)

Days	Activities	Location	Dates	School Day Teacher
Monday	Fit & Fun Gr. 2-4 (Monday) April 7 - May 22	Gym, Cafeteria	04/07/2026 - 05/22/2026	Young
Wednesday	Games Galore Gr. 2-5 (Wednesday) April 7 - May 22	Rm 161	04/07/2026 - 05/22/2026	Young
Thursday	Power Hour: HW, Art & Games Gr. K - 5 (Thursday) April 7 - May 22	Rm 161	04/07/2026 - 05/22/2026	Young

Student: Student 2 (111122)

Days	Activities	Location	Dates	School Day Teacher
Monday	Fit & Fun Gr. 2-4 (Monday) April 7 - May 22	Gym, Cafeteria	04/07/2026 - 05/22/2026	Von Ahn
Tuesday	The Rising Sons BIPOC Boys Group Gr. 3-5 (Tuesday) April 7 - May 22	Rm 159, Gym	04/07/2026 - 05/22/2026	Von Ahn
Wednesday	Games Galore Gr. 2-5 (Wednesday) April 7 - May 22	Rm 161	04/07/2026 - 05/22/2026	Von Ahn
Thursday	Sports Sampler Gr. 3-5 (Thursday) April 7 - May 22	Gym	04/07/2026 - 05/22/2026	Von Ahn

Student: Student 3 (111333)

Days	Activities	Location	Dates	School Day Teacher
Monday	Spring Art & SUN FUN Gr. K-3 (Monday) April 7 - May 22	Rm 159, Rm 161	04/07/2026 - 05/22/2026	Miller

Student: Student 4 (111444)

Days	Activities	Location	Dates	School Day Teacher
Monday	Fit & Fun Gr. 2-4 (Monday) April 7 - May 22	Gym, Cafeteria	04/07/2026 - 05/22/2026	Moore
Tuesday	The Rising Sons BIPOC Boys Group Gr. 3-5 (Tuesday) April 7 - May 22	Rm 159, Gym	04/07/2026 - 05/22/2026	Moore
Wednesday	Games Galore Gr. 2-5 (Wednesday) April 7 - May 22	Rm 161	04/07/2026 - 05/22/2026	Moore

Student Mini Schedules

Data

Counts

Permissions



2.4) Master Site Report - Participant Daily Schedule

Please Note:

This section reviews how to generate and run the Master Site Report with Participant Daily Schedule in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

2.4) Master Site Report- Participant Daily Schedule

Reporting Context:

- This report in Grouptrail provides a list of all students currently enrolled in SUN between the date ranges the report is being generated for
- This report should be generated specifically for a seasonal session (Example: Fall, Winter, Spring or Summer)
 - This report should not be generated outside of the start and end date of activities in a session
- The report will include two tabs:
 - **Master Site Report** (Display a Monday - Friday schedule for activities participants are enrolled in)
 - **Emergency Contact Information** (Provides emergency contact information for enrolled participants)
- 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>



To Generate the Master Site Report with Participant Daily Schedule, go to your **Report Tracker** and click the correct report:

Master Site Report: Participant Daily Schedule

If you hover your mouse over the appropriate report, you will see the full description title name

Step 1: Click on 2.4) Master Site Report: Participant Daily Schedule

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
▲ 3.1) O&O EKT: Progress Summary Report	▲ 3.2) O&O EKT: Demographic Summary Report	▲ 3.3) O&O EKT: Participant Info Report	▲ 3.4) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)	▲ 5.4) MPS Survey Report	▲ 7.8) Participant Info - Helper Report



Step 2) Enter the Date Range you want to look at and click **Generate report**. Open the report in Excel once it downloads.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Summer SUN Session Dates from July 1st to August 30th**)

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"

Master Site Report: Includes Participant Daily Schedule

Filters

Filter date

Start Date

Range

Custom

From: 2024-07-01 To: 2024-08-30

Categories

Activities

Tags

Any

Linked Tags

None selected

Linked Workspace Categories

Enrolled

Generate report Cancel

Recent download history



SUN Community Schools Hu
Site Report Includes Participant Daily
Schedule Excel Version 2024 -
2025-11-04.xlsx
1,253 KB • 29 minutes ago



Step 3) Review the first tab “Master Site Report”

Once you have open the report, in the first tab labeled: **Master Site Report** you will see the following columns:

- Workspace #
- Name
- School
- Gender
- Grade
- SSID #
- DOB
- Age
- School Teacher
- Activities that the participant is enrolled in on Monday - Friday
- Language
- Primary Contact
- Email (if applicable)
- Parental Release
- ROI
- Photo Release
- Risk Factor
- List of authorized Pick-Up
- Inclusive identity

Workspace Number	Name	School	Gender	Grade	SSID	DOB	Age	Teacher	Monday Activities	Tuesday Activities	Wednesday Activities
10867948	Robert 1	Elementary	Woman/Girl	4th	12345678	12/12/2015	9		Fall 2025 Girls on The Run	Fall 2025 Studio Latino	Fall 2025 Girls on The Run
10877213	Robert 2	Elementary	Man/Boy	5th	12345678	7/19/2015	10	Hackman	Fall 2025 Bike Club	Fall 2025 Soccer	Fall 2025 Bike Club
10883117	Robert 3	Elementary	Woman/Girl	5th	12345678	5/18/2015	10	Mr. Jimmy	Fall 2025 Girls on The Run		Fall 2025 Girls on The Run
10884600	Robert 4	Elementary	Man/Boy	5th	12345678	6/15/2016	9	Jimmy	Fall 2025 Chess Club		Fall 2025 Chess Club
10884620	Robert 5	Elementary	Woman/Girl	3rd	12345678	5/23/2017	8			Fall 2025 Studio Latino	
10884629	Robert 6	Elementary	Woman/Girl	2nd	12345678	12/8/2017	7			Tuesdays	
10884643	Robert 7	Elementary	Man/Boy	4th	12345678	9/11/2015	10		Fall 2025 Chess Club		Fall 2025 Chess Club
10884652	Robert 8	Elementary	Man/Boy	2nd	12345678	11/27/2017	7		2nd & 3rd		
10884683	Robert 9	Elementary	Woman/Girl	2nd	12345678	4/20/2018	7			1st & 2nd Grade	
10884692	Robert 10	Elementary	Woman/Girl	3rd	12345678	8/6/2017	8		Fall 2025 Girls on The Run		Fall 2025 Girls on The Run
10884717	Robert 11	Elementary	Woman/Girl	3rd	12345678	4/29/2017	8			Fall 2025 Studio Latino	Fall 2025 Studio Latino
10887222	Robert 12	Elementary	Woman/Girl	4th	12345678	3/11/2016	9		Fall 2025 Girls on The Run		Fall 2025 Girls on The Run
10887229	Robert 13	Elementary	Woman/Girl	3rd	12345678	6/12/2017	8		Fall 2025 Girls on The Run		Fall 2025 Girls on The Run
10887238	Robert 14	Elementary	Man/Boy	5th	12345678	6/4/2014	11		Fall 2025 Chess Club		Fall 2025 Chess Club
10887250	Robert 15	Elementary	Woman/Girl	2nd	12345678	12/27/2016	8				Wednesdays 2nd & 3rd
10887282	Robert 16	Elementary	Woman/Girl	3rd	12345678	5/2/2017	8			Fall 2025 Studio Latino	

Master Site Report

Emergency Contact Information

Pern

Step 4) Review the second tab “Emergency Contact Information”

In the second tab of this report labeled: **Emergency Contact Information**; this tab provides additional **emergency contact information** that is listed in Grouptrail for the corresponding enrolled participants

If you see a “blank” cell for a specific data field in this tab, this represents that there is no field recorded for that participant

Workspace Number	Name	School	Primary Contact	Primary Phone	Email Address	Authorized Pick Up	Primary Method of Transportation	Secondary Method of Transportation
10867948	Robert 1	Elementary	Robert Parent 1	5555555555	John 1	Parent	Authorized Person	Walking
10877213	Robert 2	Elementary	Robert Parent 2	5555555556	John 2	Parent	Authorized Person	Walking
10883117	Robert 3	Elementary	Robert Parent 3	5555555557	John 3	Parent	Authorized Person	Walking
10884600	Robert 4	Elementary	Robert Parent 4	5555555558	John 4	Parent	Authorized Person	Walking
10884623	Robert 5	Elementary	Robert Parent 5	5555555559	John 5	Parent	Authorized Person	Walking
10884629	Robert 6	Elementary	Robert Parent 6	5555555560	John 6	Parent	Authorized Person	Walking
10884643	Robert 7	Elementary	Robert Parent 7	5555555561	John 7	Parent	Authorized Person	Walking
10884652	Robert 8	Elementary	Robert Parent 8	5555555562	John 8	Parent	Authorized Person	Walking
10884683	Robert 9	Elementary	Robert Parent 9	5555555563	John 9	Parent	Authorized Person	Walking
10884692	Robert 10	Elementary	Robert Parent 10	5555555564	John 10	Parent	Authorized Person	Walking
10884717	Robert 11	Elementary	Robert Parent 11	5555555565	John 11	Parent	Authorized Person	Walking
10887222	Robert 12	Elementary	Robert Parent 12	5555555566	John 12	Parent	Authorized Person	Walking
10887229	Robert 13	Elementary	Robert Parent 13	5555555567	John 13	Parent	Authorized Person	Walking
10887238	Robert 14	Elementary	Robert Parent 14	5555555568	John 14	Parent	Authorized Person	Walking
10887250	Robert 15	Elementary	Robert Parent 15	5555555569	John 15	Parent	Authorized Person	Walking
10887282	Robert 16	Elementary	Robert Parent 16	5555555570	John 16	Parent	Authorized Person	Walking
10887293	Robert 17	Elementary	Robert Parent 17	5555555571	John 17	Parent	Authorized Person	Walking
10900546	Robert 18	Elementary	Robert Parent 18	5555555572	John 18	Parent	Authorized Person	Walking
10900655	Robert 19	Elementary	Robert Parent 19	5555555573	John 19	Parent	Authorized Person	Walking
10900839	Robert 20	Elementary	Robert Parent 20	5555555574	John 20	Parent	Authorized Person	Walking
10900847	Robert 21	Elementary	Robert Parent 21	5555555575	John 21	Parent	Authorized Person	Walking
10901632	Robert 22	Elementary	Robert Parent 22	5555555576	John 22	Parent	Authorized Person	Walking
10901662	Robert 23	Elementary	Robert Parent 23	5555555577	John 23	Parent	Authorized Person	Walking
10901750	Robert 24	Elementary	Robert Parent 24	5555555578	John 24	Parent	Authorized Person	Walking
10901782	Robert 25	Elementary	Robert Parent 25	5555555579	John 25	Parent	Authorized Person	Walking

Master Site Report

Emergency Contact Information

Permissions



2.5) Attendance & Dismissal Sheets

Please Note:

This section reviews how to generate and run the Attendance & Dismissal Sheets in Grouptrail. This report is compatible with users that have an updated version of Excel 2024 and above

2.5) Attendance & Dismissal Sheets

Reporting Context:

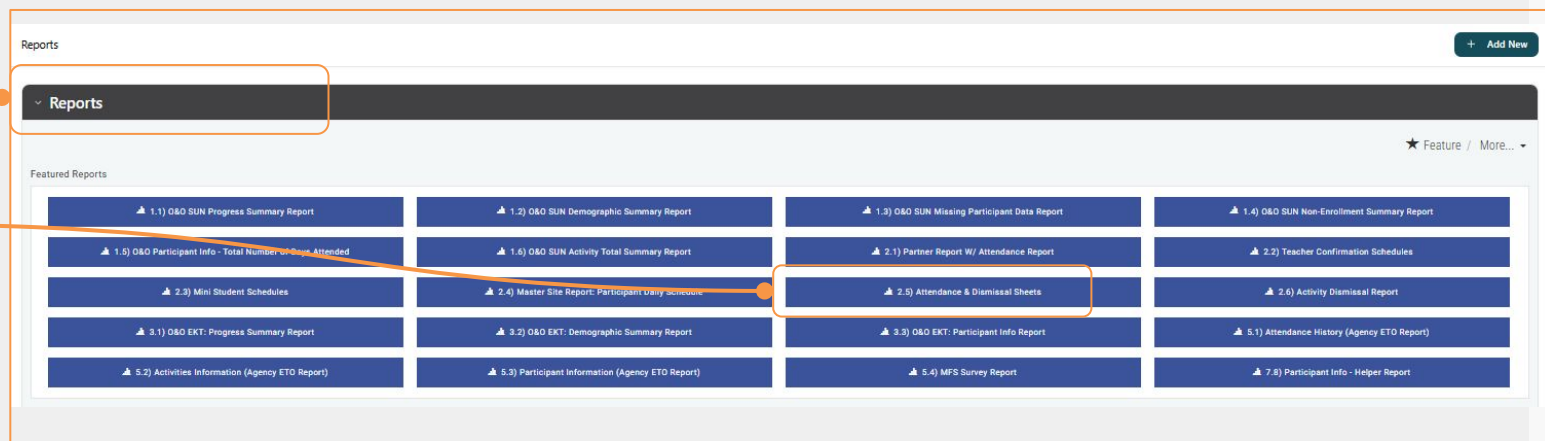
- This report in Grouptrail allows a user to print-off attendance sheets for specific activities that participants are enrolled in
- This report should be generated for a specific seasonal session (Example: Fall, Winter, Spring)
 - This report should not be generated outside of the start and end date of activities in a session
- The report will feature three tabs:
 - **Filters:** This tab allows a user to filter what activity they would like to generate an attendance sheet for
 - **Attendance Sheet Report:** This tab displays a list of participants enrolled into the activity with the session dates in the columns based on the start, end date and frequency of the activity
 - **Attendance Sheet Contacts:** This tab displays the list of participants for the selected filtered activity to populate emergency contact information
- This report will only populate activities that participants are enrolled in between the date ranges the report is generated for
- It's important to note that this report will only look at participants who are enrolled into SUN activities between the grade levels of Kindergarten - 12th grade
- This report filters SUN activities that have a “time-offered” field of “after-school”
- This report can be used for a variety of tools like printing off attendance sheets for instructors or other program purposes
 - To print, once you have selected an activity to view then highlight their schedule. Once highlighted, then click your print option and select “print selection”
- In order to get a neat display of participants schedules in Excel, only one participant schedule can be displayed at a time using the “**Select Student Filter**” tab
- 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=E2qBofOrAXY>

Step 1: Click on 2.5) Attendance & Dismissal Sheets

To Generate the Attendance * Dismissal Sheets, go to your **Report Tracker** and click the correct report:

Attendance & Dismissal Sheets

If you hover your mouse over the appropriate report, you will see the full description title name



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 on-Bus 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 Entry Summary	▲ 2.5) Attendance & Dismissal Sheets	▲ 2.6) Activity Dismissal Report
▲ 3.1) O&O EKT: Progress Summary Report	▲ 3.2) O&O EKT: Demographic Summary Report	▲ 3.3) O&O EKT: Participant Info Report	▲ 3.4) Attendance History (Agency ETO Report)
▲ 5.2) Activities Information (Agency ETO Report)	▲ 5.3) Participant Information (Agency ETO Report)	▲ 5.4) MPS Survey Report	▲ 7.8) Participant Info - Helper Report

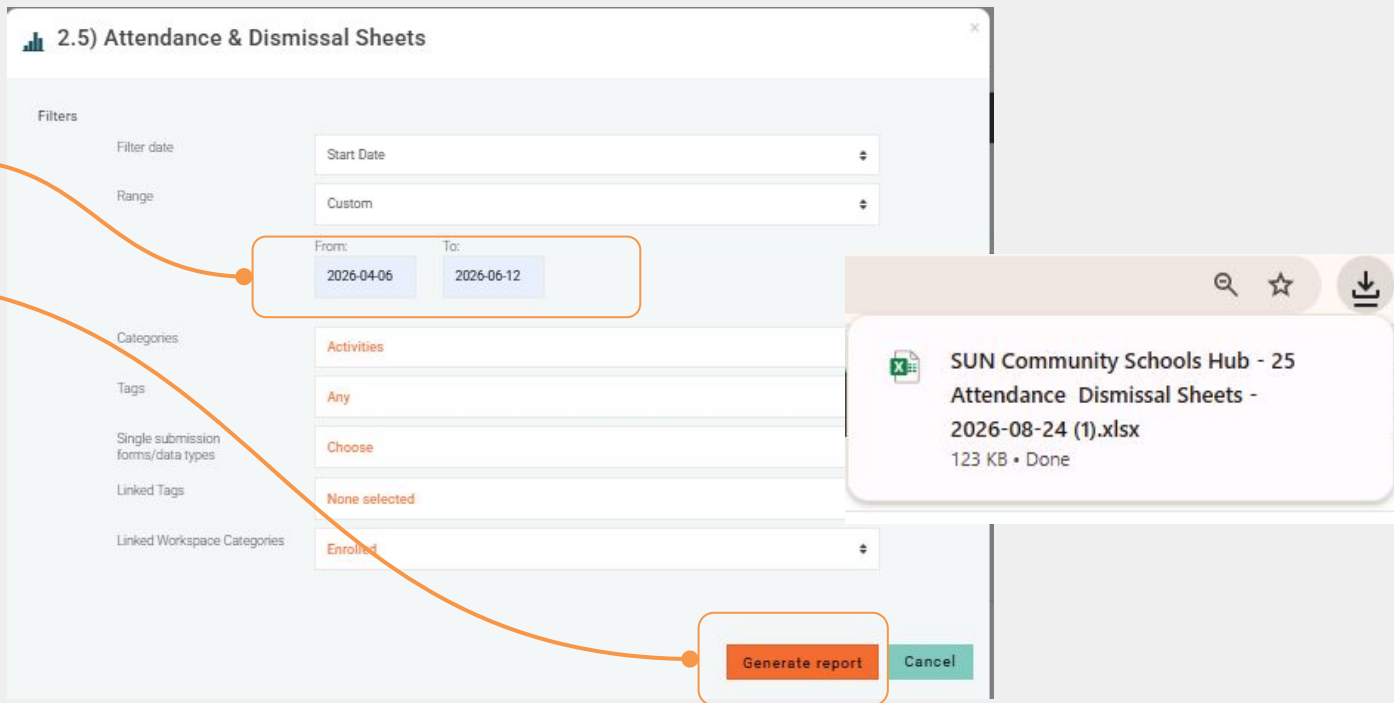
Step 2: Enter the Date Range you want to look at and click Generate report.

Fill out the report prompt section by putting the **start** and **end** date you would like to generate data for (**Example: Summer SUN Session Dates from July 1st to August 30th**)

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"



2.5) Attendance & Dismissal Sheets

Filters

Filter date: Start Date

Range: Custom

From: 2026-04-06 To: 2026-06-12

Categories

Activities

Tags

Any

Single submission forms/data types

Choose

Linked Tags

None selected

Linked Workspace Categories

Enrolled

Generate report **Cancel**

SUN Community Schools Hub - 25 Attendance Dismissal Sheets - 2026-08-24 (1).xlsx
123 KB • Done



Step 3: Review your data

Once you have open the report, you will need to generate the data. To generate data, on the first tab of the report **select the activity** you would like to see the corresponding students for

Once you have selected the activity you would like to view the attendance sheet for **then go to the next tab**

SUN - Grouptrail Elementary

Report Date Range: 4/6/2026 - 6/12/2026 Report Run on: 8/24/2026

SELECT ACTIVITIES: Fit & Fun Gr. 2-4 (Monday) April 7 - May 22

Attendance Sheet Report | Attendance Sheet Contacts | Data | Counts | Permissions



Step 5: Review your data

The last tab of this report called:
“Attendance Sheet Contacts”

Will have the following columns:

- Roster count
- Workspace Number of Participant
- School Name
- Primary Contact Name and Number
- Emergency Contact 1
- Emergency Contact 2
- Modes of Transportation
- List of authorized people for pick up

Users can use this tab to print-off to provide emergency contact information for instructors to specific activities or use for other internal program purposes

The data generated on this tab is specific to the participants who are enrolled into the activity that was filtered for

A	B	D	E	F	G	H	I	J	K	L	M
Fit & Fun Gr. 2-4 (Monday) April 7 - May 22											
Roster Count	Workspace Number	Name	School	Primary Contact	Emergency Contact 1	Emergency Contact 1 (Relationship)	Emergency Contact 2	Emergency Contact 2 (Relationship)	Primary Mode of Transportation	Secondary Mode of Transportation	List of authorized people for pick-up
1	11111	Robert Jones (3rd)	Grouptrail Elementary	Parent 1 - 503-111-2222	Emergency 1 - 503-222-3333	Aunt	Emergency 2 - 503-444-4444	Uncle	Authorized Person		Bob, James
2	22222	Rachel Roberts (4th)	Grouptrail Elementary	Parent 1 - 503-111-2223	Emergency 1 - 503-222-3334	Uncle	Emergency 2 - 503-444-4445		Walking	Walking	
3	33333	John Doe (4th)	Grouptrail Elementary	Parent 1 - 503-111-2224	Emergency 1 - 503-222-3335	Aunt	Emergency 2 - 503-444-4446	Uncle	Authorized Person		
4	44444	Bob Doe (5th)	Grouptrail Elementary	Parent 1 - 503-111-2225	Emergency 1 - 503-222-3336	Father	Emergency 2 - 503-444-4447	Brother	Parent	Authorized Person	Jane, Samantha
5	55555	Eli Jones (3rd)	Grouptrail Elementary	Parent 1 - 503-111-2226	Emergency 1 - 503-222-3337	Dad	Emergency 2 - 503-444-4448	Grandma	Parent	Authorized Person	
6	66666	Frank James (4th)	Grouptrail Elementary	Parent 1 - 503-111-2227	Emergency 1 - 503-222-3338	Dad	Emergency 2 - 503-444-4449	Neighbor	Parent	Authorized Person	
7	77777	Lebron James (3rd)	Grouptrail Elementary	Parent 1 - 503-111-2228	Emergency 1 - 503-222-3339	Uncle	Emergency 2 - 503-444-4450		Parent		
8	88888	Vanessa Dixon (5th)	Grouptrail Elementary	Parent 1 - 503-111-2229	Emergency 1 - 503-222-3340	Friend	Emergency 2 - 503-444-4451		Parent	Authorized Person	
9	99999	Kelsey Plum (4th)	Grouptrail Elementary	Parent 1 - 503-111-2230	Emergency 1 - 503-222-3341	Dad	Emergency 2 - 503-444-4452		Parent	Parent	
10	111222	Sabrina Carpenter (3rd)	Grouptrail Elementary	Parent 1 - 503-111-2231	Emergency 1 - 503-222-3342	Dad	Emergency 2 - 503-444-4453	Neighbor	Parent	Authorized Person	
11	111333	Jake Long (5th)	Grouptrail Elementary	Parent 1 - 503-111-2232	Emergency 1 - 503-222-3343	Uncle	Emergency 2 - 503-444-4454		Walking	Walking	

Filters	Attendance Sheet Report	Attendance Sheet Contacts	Data	Counts	Permissions
---------	-------------------------	---------------------------	------	--------	-------------

Please Note: If you would like to view a list of participants from another activity, then simply return back to the “Filters” tab and change the activity you would like to view



Thank you!

Multnomah County

Department of County Human Services

SUN Service System Data Team

yfsdataskysupport@multco.us