

Print Completed eForms Records

Last Modified on 07/12/2023 9:59 am
CDT

Completed eForms are stored within KidKare. You can retrieve and print these forms, as needed. However, we do recommend that you simply store a digital copy, if needed. Remember, you can retrieve these forms from KidKare at any time.

1. From the menu to the left, click **eForms**.
2. Click **Reports**. The Reports page opens.

Name	Child Name	View Form	Approval type	Form type	Last Updated	
<input type="checkbox"/>	Little Rainstorms	Bacon, Eggs	View Form	Sponsor Approved	EF	03/11/20 08:36 AM
<input type="checkbox"/>	Little Rainstorms	Bacon, Eggs	View Form	Sponsor Approved	IEF	03/11/20 08:36 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildBFTOz	View Form	Submitted (site)	EF	01/06/20 01:07 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildBFTOz	View Form	Submitted (site)	IEF	01/06/20 01:07 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildBVG0H	View Form	Submitted (site)	IEF	01/13/20 04:32 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildBvNAV	View Form	Submitted (site)	EF	04/01/20 12:11 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildBvNAV	View Form	Submitted (site)	IEF	04/01/20 12:11 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildsktJN	View Form	Submitted (site)	EF	04/01/20 12:48 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildsktJN	View Form	Submitted (site)	IEF	04/01/20 12:48 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildCNSHz	View Form	Submitted (site)	EF	04/24/20 12:03 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildCNSHz	View Form	Submitted (site)	IEF	04/24/20 12:03 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildDILMN	View Form	Submitted (site)	EF	01/08/20 04:54 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildDILMN	View Form	Submitted (site)	IEF	01/08/20 04:54 AM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildqQqaz	View Form	Submitted (site)	EF	01/20/20 11:28 PM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildqQqaz	View Form	Submitted (site)	IEF	01/20/20 11:28 PM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildqWwzj	View Form	Submitted (site)	EF	03/11/20 10:47 PM
<input type="checkbox"/>	Active Lifestyle	Bailey, infantChildqWwzj	View Form	Submitted (site)	IEF	03/11/20 10:47 PM

Note: You can also access this page from the Approve & Renew page. To do so, click **View Reports**.

3. In the **Show Records For** section, set filters for the forms to view.
 - a. Select **Enrollment** or **Re Enrollment**.
 - b. Select the form type. You can choose from **EF**, **IEF**, or **All Form Types**.
 - c. Select the center(s) to view. You can select as many centers, as needed, or you can select **All Centers**.
 - d. Select the date range to view. You can select **Current Year**, **Previous Year**, or **Custom Date**. If you select **Custom Date**, use the **From/To** boxes to set a date range.
4. Click **Run**. Reports meeting the limits you set display.
5. To download an individual form, click **View Form**. A PDF downloads. You can then print this PDF, as needed.
6. To print multiple forms at once:
 - a. Check the box next to each form to print.
 - b. Click **Combine & Print Forms**. The forms you selected download.