




# Upcoming Birthdays Report

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The **Upcoming Birthdays Report** lists children who either celebrated a birthday in the last week or will have a birthday in the next two weeks. Go to **Reports** (left menu) > **Real Time Reports** card > **Programs & Classes**, and then click **Upcoming Birthdays** to do the following:

-  Keep track of recent birthdays to help children at your center celebrate.
-  See how old a child is turning on the day of their birthday.
-  Export or print all birthdays to use outside of Jackrabbit Care.






## Report Features

The Upcoming Birthdays report displays as *Recent & Upcoming Birthdays* since it shows birthdays from the past week and birthdays occurring in the next two weeks. Click **Export To Excel** or **Print** the grid as needed, or review the information in the included columns:

- **Child** - Click the child's name to go to their Details tab.
- **Date** - The month and day a child was born.
- **Turning Age** - How old the child is on their birthday this year.

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### Recent & Upcoming Birthdays

|   | Child                         | Date    | Turning Age   |
|---|-------------------------------|---------|---|
|  | Export To Excel               |         |  |
|  | <a href="#">Ashton Poke</a>   | June 30 | 8   |
|  | <a href="#">Jerome Dennis</a> | July 10 | 10  |
|  | <a href="#">Kiama Dennis</a>  | July 10 | 10  |



Quickly access info for birthdays occurring within the next week by viewing the Birthdays widget on your Dashboard.