

ELC of Pinellas Portal

Provider Portal Document Library Instructions for
Transmission Forms



BLUEJEANWARE

4/14/2017



Downloadable Documents - Transmission Form

- Scroll down on the Dashboard to Downloadable Documents
- Click on VPK PKP Transmission Form
- Download, Save on your Desktop
- Fill out the form and Print

PINELLAS COUNTY SCHOOLS
PRESCHOOL KINDERGARTEN PARTNERSHIP INFORMATION

Legal Name of Student: _____
 Birthdate: _____ Sex: Male Female Limited English Proficiency
 Preschool Center: _____ Email: _____
 Address: _____ Phone Number: _____
 Teacher Completing Form: _____ Director: _____
 Dates of Attendance: From _____ To _____ Days Present: _____ Days Absent: _____

DEVELOPMENTAL PROGRESS:
 Social/Emotional: (e.g., adjustment to school, favorite activities, ability to handle conflict)
 Physical: (e.g., gross motor, fine motor, chooses physical activity)
 Cognitive: (e.g., shows interest in learning, participates, language)
 Additional Comments or Observations: (e.g., health concerns, referred for or receiving services)
 Parent Comments

The information on this form will be shared with your child's kindergarten teacher to help facilitate a successful transition from preschool to kindergarten.
 I give permission for this form and any signed documents to be forwarded to my child's kindergarten teacher.
 Documents attached: Yes No Kindergarten School: _____
 Parent/Legal Guardian Signature _____ Date _____ Director Signature _____

White - Kindergarten Teacher Yellow - Preschool Center Pink - Parent/Guardian

Next Actions

Redetermination for 1 student is coming soon.

The ASQ for 2 students are due soon.

Please don't forget to submit your attendance sheet(s).

Visit the Document Library... [0 new document(s) since 4/3/2017]

Message Center

You have 0 unread messages at this time.

School Readiness

School Readiness 2017 - 2018 Certified

School Readiness 2016 - 2017 Certified

School Readiness 2015 - 2016 Rejected

VPK

+ Create a new VPK Fall 2017 - 2018 Agreement

+ Create a new VPK Summer 2017 Agreement

+ Create a new VPK Fall 2016 - 2017 Agreement

CCR&R Provider Update Form
CCR&R 2015 - 2016 Certified

Downloadable Documents

Instructions

Attendance Provider Instructions
 ASQ-3 Provider Instructions
 Document Library Instructions

Blank VPK Rosters

Blank VPK February 2017 Roster
 Blank VPK March 2017 Roster
 Blank VPK April 2017 Roster

Blank SR Attendance Rosters

February 2017 Blank SR Roster
 March 2017 Blank SR Roster
 April 2017 Blank SR Roster

VPK PROVIDERS:

VPK PKP Transmission Form

Helpful Information Links

VPK 2016-2017 Contract Forms

VPK Calendar Calculator 2016-2017
 VPK Summer Calendar Calculator 2016-2017

SR 2016-2017 Contract Forms

Acceptance of Delegation Authority 2016-2017
 Delegation of Authority 2016-2017

Policies

ELCPC-71.2 VPK Enforcement Policy
 ELCPC-61.2 School Readiness Enforcement Policy

VPK 2017-2018 Contract Forms

VPK Calendar Calculator 2017-2018

SR 2017-2018 Contract Forms

Acceptance of Delegation Authority 2017-2018
 Delegation of Authority 2017-2018
 Multiple Location Listing



Scan Documents

- Make sure the form is signed by the parent
- Scan the form and save onto your computer

 **PINELAS COUNTY SCHOOLS**
PRE-SCHOOL KINDERGARTEN PARTNERSHIP INFORMATION

Legal Name of Student: St. Charles Sarah R. Sarah
First Middle Last

Birthdate: 07/26/2005 Male Female Limited English Proficiency

Preschool Center: Pilgrim Child Development Center Email: anjedia@yahoo.com

Address: 2873 Roberto Street, Largo, FL 33771 Phone Number: 727-410-2708

Teacher Contacting Form: Mary Sills Director: Diane Brown

Dates of Attendance: From 08/10/2015 to 09/05/2016 Days Present: 365 Days Absent: 1

DEVELOPMENTAL PROGRESS:
Social/Emotional: (e.g., adjustment to school, favorite activities, ability to handle conflict)

Documentation of how the coalition tracks that the coalition or providers ch child age 6 weeks to 5 yrs

Physical: (e.g., gross motor, fine motor, chooses physical activity)

complete the screening requirements for ea

Cognitive: (e.g., shows interest in learning, participates, language)

complete the screening requirements for ea

Additional Comments or Observations: (e.g., health concerns, referred for or receiving services)

complete the screening requirements for ea

Parent Comments

complete the screening requirements for ea

The information on this form will be shared with your child's kindergarten teacher to help facilitate a successful transition from preschool to kindergarten.

I give permission for this form and any signed documents to be forwarded to my child's kindergarten teacher.

Documents attached: Yes No Kindergarten School: Anona Elementary

Parent/Guardian Signature: Mary Sills Date: 4/14/2017 Director Signature: Mary Sills

White - Kindergarten Teacher Yellow - Preschool Center Pink - Parent/Guardian



Welcome to the ELC Pinellas Provider Portal

The Document Library is the electronic filing system where you can upload, download and store your PKP Transmission Forms.

- The Document Library link is located on the Dashboard as shown below.
- Click on this link.

Next Actions

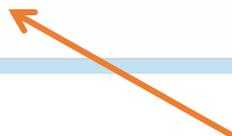
Redetermination for 1 student is past due!

Redetermination dates for 5 students are coming soon.

The ASQ for 2 students are due soon.

Please don't forget to submit your attendance sheet(s).

Visit the Document Library... [1 new document(s) since 6/13/2016]



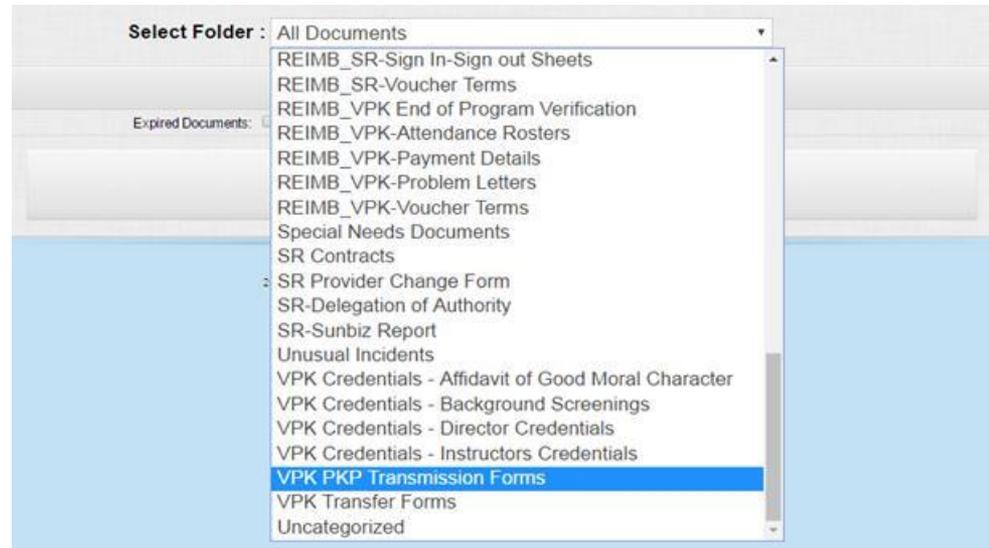
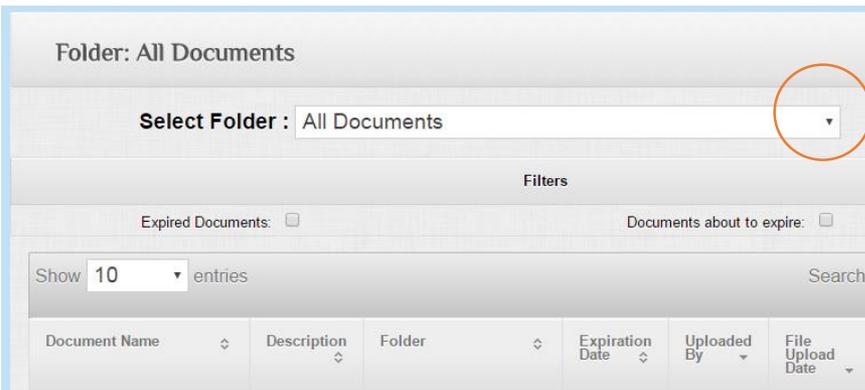
Message Center

You have 0 unread messages at this time.



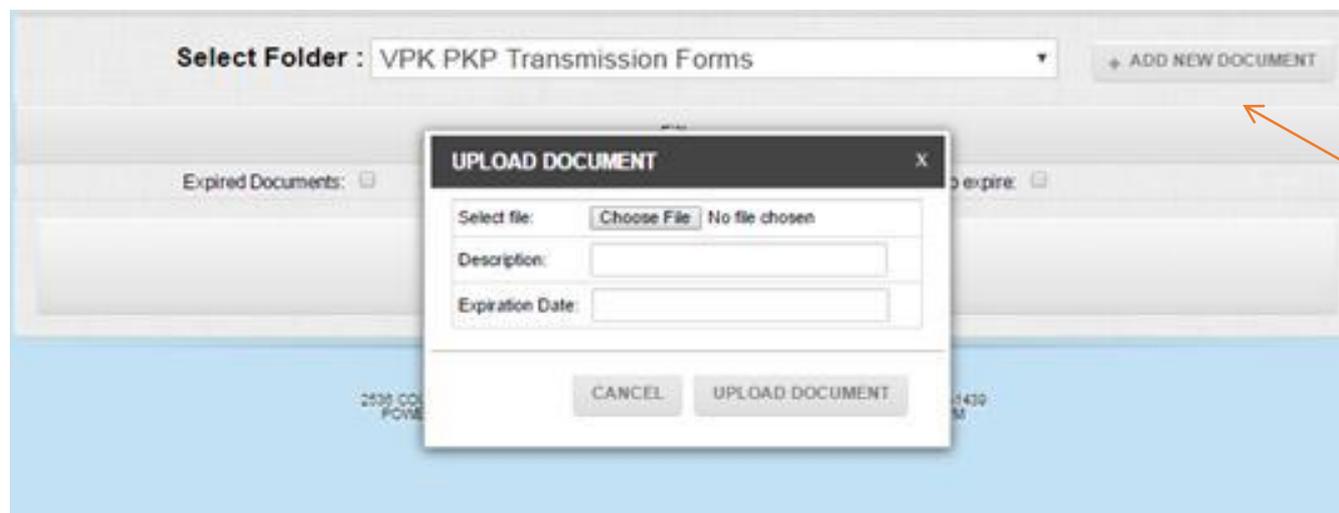
Selecting Folders

- Select the drop down box to find the appropriate folder.
- Select the **VPK PKP Transmission Form** folder as shown below



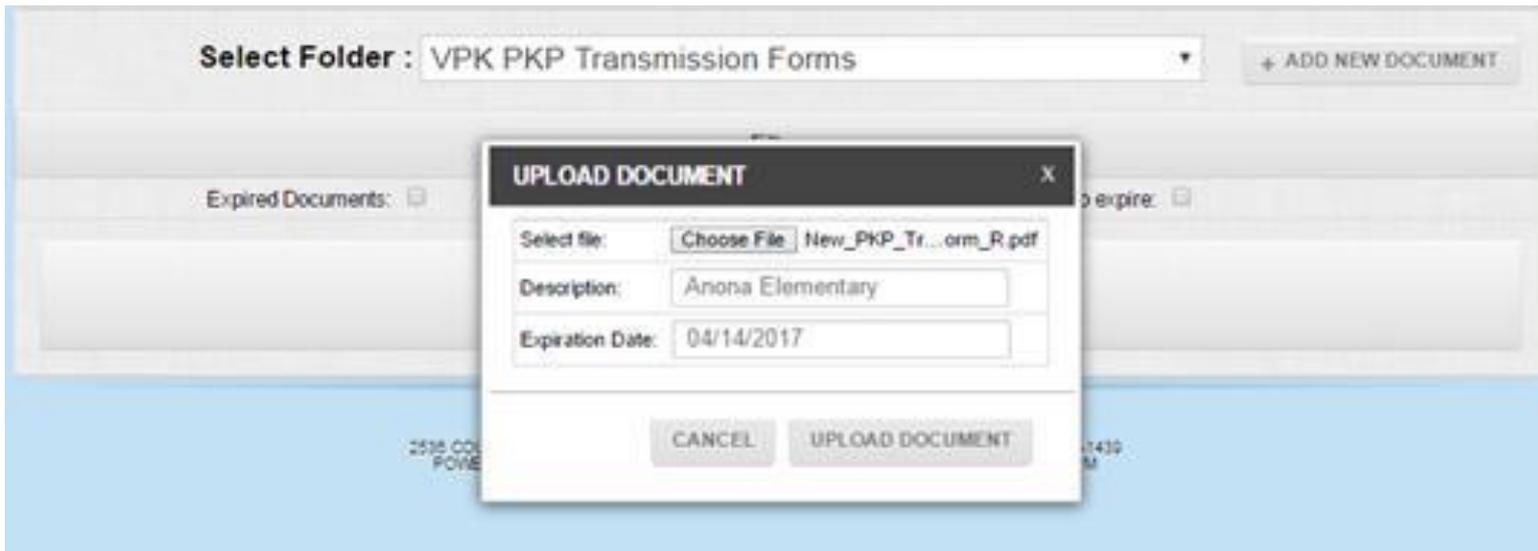
Selecting Folders

- When uploading each new PKP Transmission Form
- Click on the **ADD NEW DOCUMENT** tab



Uploading the Document

- Click on **Choose File** to browse the document(s) from your computer
 - Description: Add the child's designated Elementary School's Name
 - Expiration Date: Select today's date
- Select **UPLOAD DOCUMENT** button



Verify the Upload

- Verify that the form has been uploaded as shown below

Select Folder : All Documents

Filters

Expired Documents: Documents about to expire:

Show 10 entries Search:

Document Name	Description	Folder	Expiration Date	Uploaded By	File Upload Date	Status
 New_PKP_Transmission_Form_R.pdf	Anona Elementary	VPK PKP Transmission Forms	4/14/2017	(Provider)	4/14/2017 8:55:39 AM	Active



Questions

- ❑ Should you have any questions email us at helpdesk@elcpinellas.net or contact Argie Kontodiakos at 727.400.4474

