

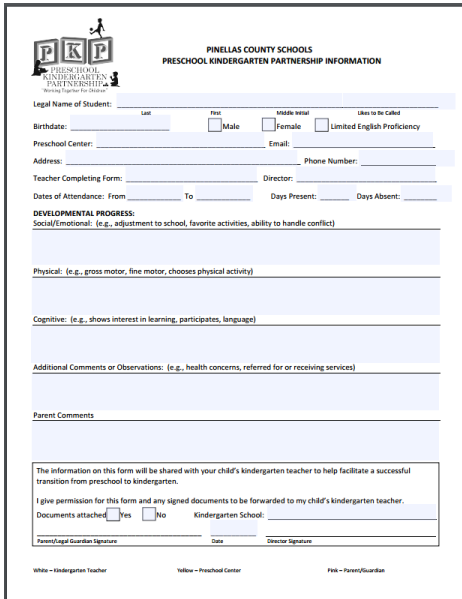
# ELC of Pinellas Portal

Provider Portal Document Library Instructions for  
Transmission Forms

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: \_\_\_\_\_  
 Preschool Center: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Teacher Completing Form: \_\_\_\_\_  
 Dates of Attendance: From \_\_\_\_\_ To \_\_\_\_\_  
 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

**PKP**  
PINEELLAS COUNTY  
PRESCHOOL KINDERGARTEN  
PARTNERSHIP  
Working Together To Succeed

**PINEELLAS COUNTY SCHOOLS  
PRESCHOOL KINDERGARTEN PARTNERSHIP INFORMATION**

Legal Name of Student: St. Charles First Sarah R. Middle Initial Sarah Last  Date to be Called   
Birthdate: 07/26/2005 Sex ☐ 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 Completing 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  
Mary Sills 4/14/2017 Mary Sills  
Parent/Legal Guardian Signature Date Director Signature

Who: Kindergarten Teacher Not/Not Preschool Center Not/Parent/Guardian



BLUEJEANWARE

# 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

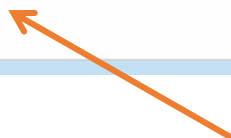
Redetermination for 1 student is past due!

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]



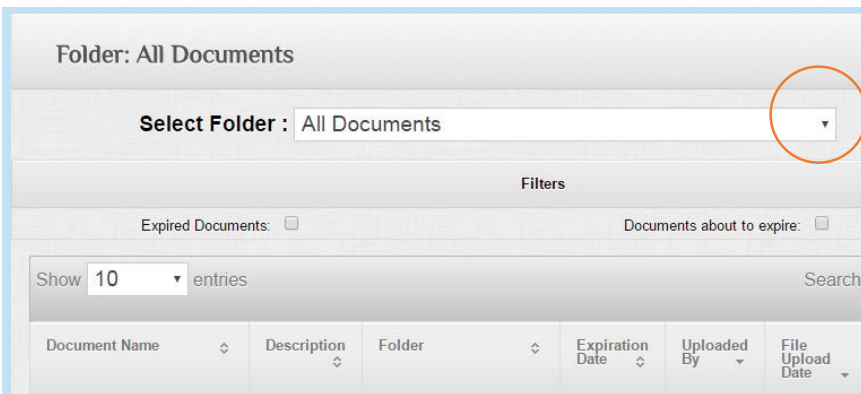
## Message Center

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



Folder: All Documents

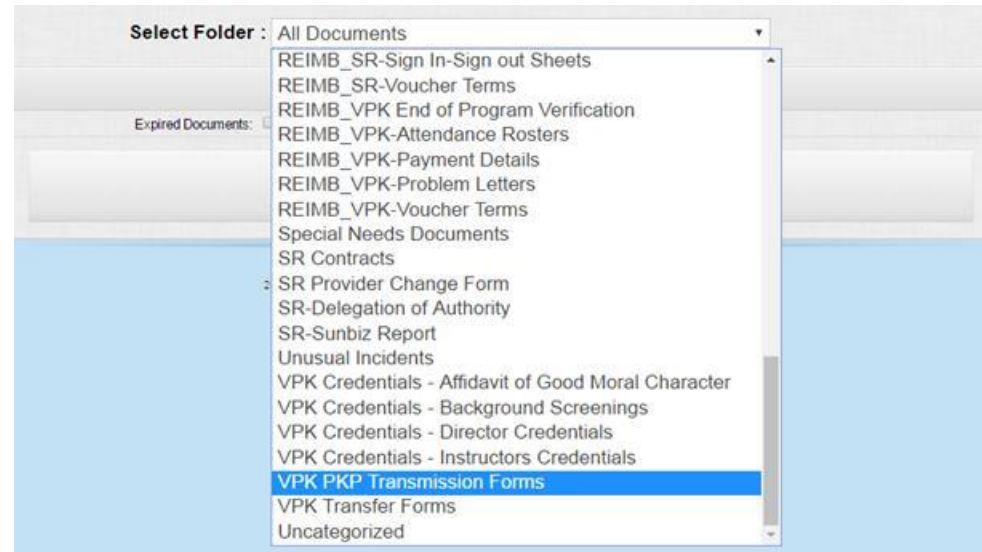
Select Folder : All Documents

Filters

Expired Documents: ☐ Documents about to expire: ☐

Show 10 entries

Document Name	Description	Folder	Expiration Date	Uploaded By	File Upload Date
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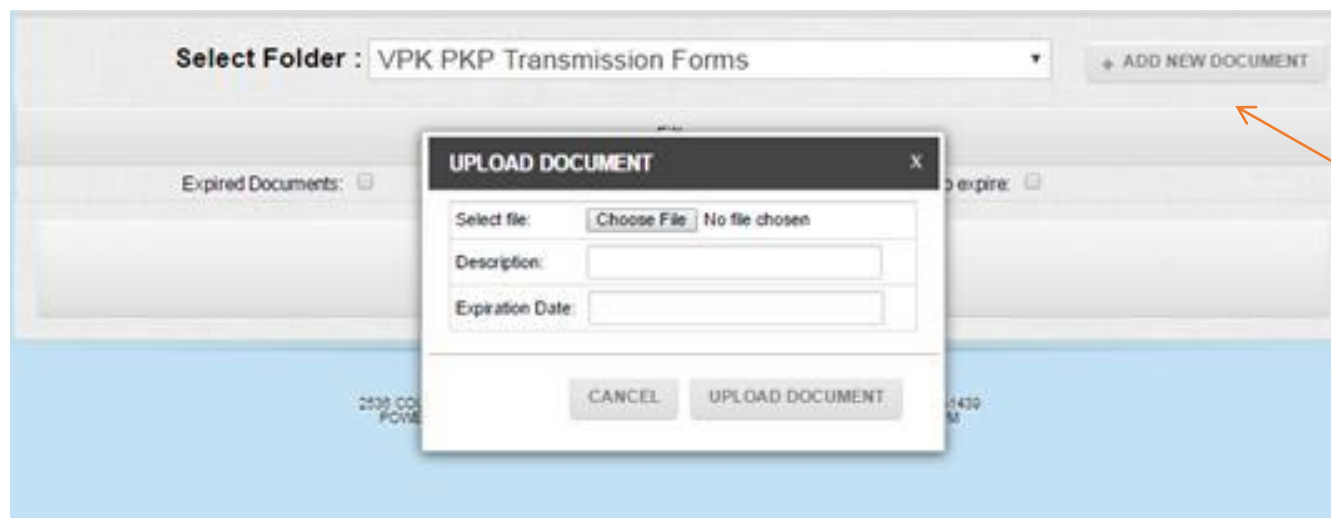
Select Folder : All Documents

Expired Documents: ☐

- REIMB\_SR-Sign In-Sign out Sheets
- REIMB\_SR-Voucher Terms
- REIMB\_VPK End of Program Verification
- REIMB\_VPK-Attendance Rosters
- REIMB\_VPK-Payment Details
- REIMB\_VPK-Problem Letters
- REIMB\_VPK-Voucher Terms
- Special Needs Documents
- SR Contracts
- SR Provider Change Form
- SR-Delegation of Authority
- SR-Sunbiz Report
- Unusual Incidents
- VPK Credentials - Affidavit of Good Moral Character
- VPK Credentials - Background Screenings
- VPK Credentials - Director Credentials
- VPK Credentials - Instructors Credentials
- VPK PKP Transmission Forms**
- VPK Transfer Forms
- Uncategorized

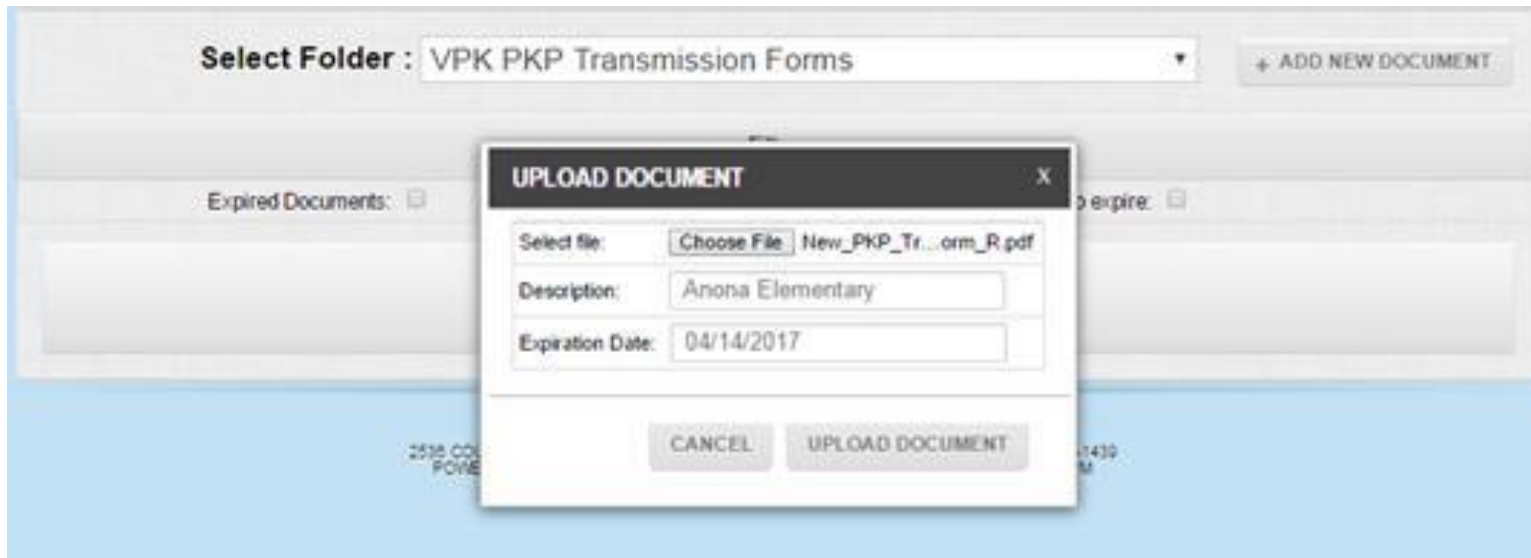
# Selecting Folders

- 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



The screenshot shows a web interface for uploading documents. At the top, there is a 'Select Folder' dropdown menu set to 'VPK PKP Transmission Forms' and an '+ ADD NEW DOCUMENT' button. Below this, there is a section for 'Expired Documents' with a checkbox. A modal dialog titled 'UPLOAD DOCUMENT' is open in the center. It contains the following fields: 'Select file:' with a 'Choose File' button and the filename 'New\_PKP\_Tr...orm\_R.pdf'; 'Description:' with the text 'Anona Elementary'; and 'Expiration Date:' with the date '04/14/2017'. At the bottom of the modal are 'CANCEL' and 'UPLOAD DOCUMENT' buttons.



# 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
 <a href="#">New_PKP_Transmission_Form_R.pdf</a>	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](mailto:helpdesk@elcpinellas.net) or contact Argie Kontodiakos at 727.400.4474