

## How to Enter Parent-Teacher Conference Minutes and Family Support Minutes from the **Child Search** screen in ELMS

**ELMS**

News | **Child** | Locations & Classes | Staff | Monthly Report | Admin | Reports

Child Search | Prescreen | Waiting List | Transfer Child | Exit Child | Bulk Update | Request Records Transfer

Child » Child Search

Select School Year: 2015-2016 Current School Year

All Names:  (Searches all name fields: child name, site name, etc.)

Child Name:  Nick Name:

Child ID:  Child Birth Date:

Parent Name:  Contractor:

Staff Name:

Child Status:

Has Health Follow-Up Alerts:

Type in the child's name here and hit Search (or bring up your entire site/class)

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Child ID	Child First Name	Child Last Name	Child Age	Site	Class	Teacher Name	Child Status	Actions
	JOE-ANNE		3				Completed Prescreen	<a href="#">Add to Waiting List</a> <a href="#">View Prescreen</a> <a href="#">Create Application</a> <a href="#">Notes (0)</a>
!	Joel Gabrielle		4				Enrolled in Class	<a href="#">Child/Family Updates</a> <a href="#">View Prescreen</a> <a href="#">Application</a> <a href="#">Transfer</a> <a href="#">Exit</a> <a href="#">Enrollment History</a> <a href="#">Notes (0)</a>
	Joel		3				On Waiting List	<a href="#">Add to Waiting List</a> <a href="#">View Prescreen</a> <a href="#">Application</a> <a href="#">Enroll</a> <a href="#">Notes (0)</a>
!	Joelle		4				Enrolled in Class	<a href="#">Child/Family Updates</a> <a href="#">View Prescreen</a> <a href="#">Application</a> <a href="#">Transfer</a> <a href="#">Exit</a> <a href="#">Enrollment History</a> <a href="#">Notes (0)</a>
!	Joesiah		4				Enrolled in Class	<a href="#">Child/Family Updates</a> <a href="#">View Prescreen</a> <a href="#">Application</a> <a href="#">Transfer</a> <a href="#">Exit</a> <a href="#">Enrollment History</a> <a href="#">Notes (0)</a>
!	Nathaniel		4				Enrolled in Class	<a href="#">Child/Family Updates</a> <a href="#">View Prescreen</a> <a href="#">Application</a> <a href="#">Transfer</a> <a href="#">Exit</a> <a href="#">Enrollment History</a> <a href="#">Notes (0)</a>

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Click on the "Child/Family Updates" link for the child you wish to select.

For Parent/Teacher Conference minutes, click on the "Child Development" tab.

Child Search | Prescreen | Waiting List | Transfer Child | Exit Child | Bulk Update | Request Records Transfer

Child's Name Select School Year: 2015-2016  
Current School Year

Household | Medical Status | Dental Status | Health Screening | **Child Development** | Family

You must click Save before leaving this page.

Click on Add Parent Teacher Conference

Child's Name Select School Year: 2015-2016  
Current School Year

Household | Medical Status | Dental Status | Health Screening | **Child Development** | Family

You must click Save before leaving this page.

**Save** **Cancel**

**Developmental Screening** Requires Follow-Up? No

ECEAP requires one developmental screening per child, only during their first year of ECEAP. After that, you follow the child's development through the GOLD assessment.

There is no development screening entered for this child...

**Add Developmental Screening**

**Individualized Education Program (IEP)** Requires Follow-Up? No

There are no Individualized Education Plans (IEPs) for this Child...

**Add IEP**

**Child Transportation (2015-2016)**

Child is usually transported from home to ECEAP by:  Describe Other

**Mental Health (2015-2016)**

Mental health consultation for staff or parent about the child's behavior or mental health, at any time during year  Yes  No

**Parent/Teacher Conferences (2015-2016)**

Date	Staff Name	Location	Length (minutes)	Topics	Notes (optional)	Follow-Up Plans	Action
September 18, 2015	<input type="text"/>	School	75	Family culture/language, Parent input on child, Parent input to program/curriculum	Met with mom, Cheryl to discuss activities over the summer,...	Will meet in November/December to go over assessments and se...	<a href="#">Edit</a>

**Add Parent Teacher Conference**

**Education/Child Development Follow-Up Notes**

It will take you to this screen to enter data about the conference. For formal parent-teacher conferences, you will enter topic(s) and length of time.

**Add Meeting**

Select School Year: 2015-2016  
Current School Year

**You have unsaved changes on this page. (show changes)**

Date: mm/dd/yyyy

Teacher Name: Teacher's Name

Are you recording a formal parent-teacher conference?  Yes  No

Location: Describe Other:

Topic(s):  
 Family culture/language  
 Parent input on child  
 Teacher input on child  
 Screening/assessment Results  
 Parent input to program/curriculum  
 Goals for child

Length in Minutes:

Notes:

Follow-Up Plans:

Characters (including HTML): 0 (Limit: 4000), Words: 0

Save Cancel

Requires Follow-Up? No

Add IEP

Add Parent Teacher Conference

For Family Support Contact time, click on the “Family” tab.

Child Search | Prescreen | Waiting List | Transfer Child | Exit Child | Bulk Update | Request Records Transfer

Child » Child/Family Updates

Child's Name

Health Screening | Child Development | **Family**

Select School Year: 2015-2016  
Current School Year

You must click Save before leaving this page.

Save Cancel

**Family Support Notes**

There are no family support notes entered for this child this SchoolYear...

Add Family Support Notes

**Family Engagement**

In GED classes (with same agency or externally)  Yes  No  
 In ESL classes (with same agency or externally)  Yes  No

**Family Questions**

It will take you to this screen to enter data about the meeting. For formal family support visits of 30 minutes or more, you will enter location, topic(s), and length as well.

**Add Meeting**

Subject School Year: 2015-2016  
Current School Year

**You have unsaved changes on this page. (show changes)**

Date: mm/dd/yyyy

Teacher Name: Staff Name

Are you recording a formal parent-teacher conference?  Yes  No

Location: Describe Other:

Topic(s):  
Family culture/language  
Parent input on child  
Teacher input on child  
Screening/assessment Results  
Parent input to program/curriculum  
Goals for child

Length in Minutes:

Notes:

Characters (including HTML): 0 (Limit: 4000), Words: 0

Follow-Up Plans:

Save Cancel

Save Cancel

Requires Follow-Up? No  
Add Developmental Screening

Requires Follow-Up? No  
Add IEP

Save Cancel

Add Parent Teacher Conference

Add Follow-Up Note

Save Cancel

Click the SAVE button and you are finished with this child.