

ELC of Pinellas Portal

Attendance Provider Instructions

Welcome to the ELC Pinellas Provider Portal

The Provider Portal will allow you to submit attendance rosters and supporting documents online. No more waiting on the fax machine hoping it went through. What's more, your online rosters are updated daily so you can be sure to have the most current enrollment and eligibility status for your children.

Any change to a child's eligibility status will be visible the next business day. As you enroll children, you can upload the signed SR Certificate Vouchers and VPK Certificates of Eligibility and your roster will be updated. When a child's eligibility is redetermined, the roster will open allowing you to mark the child present. If a child is no longer eligible "T's" will automatically appear on the roster for the remainder of the month.



DASHBOARD

- Notifications –
 - ASQ-3 that need to be completed
 - Messages from ELC Staff
 - Redeterminations
 - Visit the Document Library
 - SR and VPK Contracts
 - CCRR Provider Update

Next Actions

Redetermination dates for 2 students are coming soon.

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

[Visit the Document Library...](#)

Message Center

You have 0 unread messages at this time.

School Readiness

School Readiness 2015 - 2016 Reviewed

VPK

+ [Create a new VPK Summer 2015 Agreement](#)

VPK Fall 2015 - 2016 Creating

CCR&R Provider Update Form

+ [Create a new CCR&R 2015 - 2016 Agreement](#)

Downloadable Documents

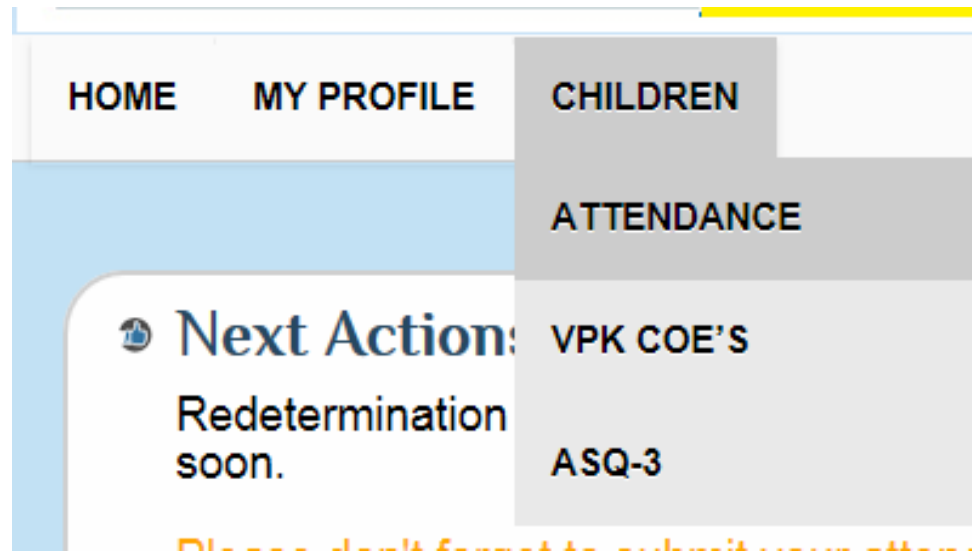
This is a new document
New document to replace the old one

Helpful Information Links



Attendance

- Select the CHILDREN header as shown below
- Select “ATTENDANCE”



Edit Attendance Roster Views

- Show “Weekends”, select Yes or No
- Show “Redetermination Date”, Yes or No
- Show “Other Details”, Yes or No
 - displays child date of birth, funding group & fees
- Sort by “Funding Group”, Yes or No

Show Weekends: YES NO Show Redetermination Date: YES NO Show Other Details: YES NO Sort by funding group: YES NO

2015 Apr - School Reading [Click here to change selected month and/or funding source.](#)

Lastname, Name	Fees	01	02	03	06	07	08	09
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Edit Attendance

- If the child(ren) on the roster **do not** have any absences
- Select the “CLOSE ATTENDANCE SHEET”
- Select “YES” if you are done processing this roster

Show Weekends: YES NO Show Redetermination Date: YES NO Show Other Details: YES NO Sort by funding group: YES NO

2015 Apr - School Readine CLOSE ATTENDANCE SHEET

Lastname, Name	Fees		01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
[REDACTED]	\$0.90	<input type="button" value="EDIT"/>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	<input type="button" value="EDIT"/> <input type="button" value="NOTES"/>
[REDACTED]	\$1.20	<input type="button" value="EDIT"/>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	<input type="button" value="EDIT"/> <input type="button" value="NOTES"/>

Children Total: 2

Alert

you are about to close the month for School Readiness, a non-reversible action. are you sure?

Edit Attendance

- If the child(ren) on the roster **have** absences
- Select “EDIT”
- Select the appropriate letter for absence
- Select “SAVE” if you are done processing this roster

Show Weekends: YES NO Show Redetermination Date: YES NO Show Other Details: YES NO Sort by funding group: YES NO

2015 Apr - School Reading Click here to change selected month and/or funding source. CLOSE ATTENDANCE SHEET

Lastname, Name	Fees	01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	EDIT	NOTES
[REDACTED]	\$0.90	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	EDIT	NOTES
[REDACTED]	\$1.20	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	EDIT	NOTES

Children Total: 2

Lastname, Name	Fees	01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30
2015 Apr		W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T
Lastname, Name	Fees	01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30
[REDACTED]	\$0.90	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

X: Present
 *: Ignore for the weekend
 E: Excused
 A: Absent
 N: Absent without pay
 H: Holidays
 D: Disasters
 T: Terminate



Edit Attendance

- If you have “Excessive Absence documents
- Select “NOTES”
- To UPLOAD Documents:
 - Select file: Click Browse to select document you uploading
 - Description: enter child’s first and last name
 - Date: enter first date of absence
- Select “UPLOAD DOCUMENT”
- If uploaded correctly, you will receive the SUCCESS screen shown below

2015 Apr - School Readine

Lastname, Name	Fees	01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
[REDACTED]	\$0.90	X	X	X	X	X	X	X	X	X	X	X	X	X	X	E	E	E	E	X	X	X	X	<input type="button" value="EDIT"/> <input type="button" value="NOTES"/>
[REDACTED]	\$1.20	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	<input type="button" value="EDIT"/> <input type="button" value="NOTES"/>

CLOSE ATTENDANCE SHEET

Children Total: 2

CLOSE ATTENDANCE SHEET

UPLOAD DOCUMENT
X

Select file:

Description:

Date:

Success

The upload was Successful!

Close Attendance Sheet

- Select "CLOSE ATTENDANCE SHEET" if you are done
- Select "YES" to submit the attendance roster

2015 Apr - School Readine [Click here to change selected month and/or funding source.](#) CLOSE ATTENDANCE SHEET

Lastname, Name	Fees		01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
[REDACTED]	\$0.90	<input type="button" value="EDIT"/>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	E	E	E	E	X	X	X	X	<input type="button" value="EDIT"/> <input type="button" value="NOTES"/>
[REDACTED]	\$1.20	<input type="button" value="EDIT"/>	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	<input type="button" value="EDIT"/> <input type="button" value="NOTES"/>

Children Total: 2

Alert

 you are about to close the month for School Readiness, a non-reversible action. are you sure?



Close Attendance Sheet

- Select "Report" to print or view the final attendance sheet

2015 Apr - School Readine [Click here to change selected month and/or funding source.](#) Closed


Lastname, Name	Fees	01	02	03	06	07	08	09	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
[REDACTED]	\$0.90	X	X	X	X	X	X	X	X	X	X	X	X	X	X	E	E	E	E	X	X	X	X	
	\$1.20	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

Children Total: 2

Closed Ticket: [\[614f0cc51e\]](#) [Report](#) Closed



Print/View Attendance Sheet

	ENROLLMENT/ATTENDANCE CERTIFICATION SCHOOL READINESS/VPK	 5735 Rio Vista Drive, Clearwater, FL 33760
	All subsidized children are funded by the CCDF Title XX Funding Pool LICENSED CENTER, NON-SUB	
	2015 April	

Last Name	First Name	ID	Fee	Fund	Unit	Age	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	Rede.
		3477	0.90	CCPP	FT	PR4	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	T	T	X	E	E	E	E	T	T	X	X	X	X	7/2/15
		4849	1.20	CCPP	FT	PR3	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	X	*	*	X	X	X	X	*	*	X	X	X	X	7/2/15	

FOR EACH DAY, CODE AS FOLLOWS

X = Enrolled/Present **E** = Excused Absence
A = Authorized Absence beyond 3 days **H** = Reimbursable Holiday
T = Terminated **N** = Enrolled, Non-reimbursable

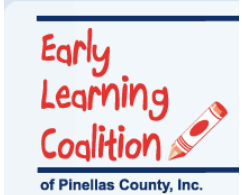
Period From: **4/1/2015** To: **4/30/2015** page 1 of 1

I understand that it is my responsibility to collect all assessed Parent fees.

Authorized Signature: • E-Signature on file

rundate 5/29/2015 1:41:20 PM Submitted: 5/29/2015 1:37:20 PM

614f0cc51e



Questions

- Should you have any questions email us at helpdesk@elcpinellas.net or contact Argie Kontodiakos at 727.400.4474 or Sandra Dupasquier at 727.400.4443.