



## Guidelines for Entering Child Information in Learning Genie®

### Introduction

The Learning Genie® Child Information section is set up to collect the information that is required of programs in California. However, much of that information is not needed by MARC Head Start direct service providers in Missouri. This document provides guidance for entering the child information that is needed by MARC Head Start direct service providers.

Some child information is needed for MARC Head Start and marked **Required**. Other child information might be needed if your program intends to run Learning Genie child outcomes reports using that information as a filter. That information is marked **Optional**. Thorough information on children and families is kept in ChildPlus® so it will work to keep less information in Learning Genie.

To assist you in entering child information in Learning Genie efficiently, please run ChildPlus Report 6511—*Learning Genie Export (Grid)* for each classroom. When you are setting up the report, you will find a drop-down menu under “Choose columns to report.” You will be able to click off on the information you don’t need on your report.

If a child starts in your program less than 30 days from the due date for a Rating Period, please wait until the first day of the next rating period to enter the child’s information in Learning Genie.

### Basic Information Tab

In the Basic Information Tab, enter:

- First Name **Required**
- Middle Name **Optional**
- Last Name **Required**
- Date of Birth **Required**
- Gender **Required**
- Parent Name **Optional**  
If your program uses the Family Engagement feature, you will need to enter parent name.
- Parent Contact/Phone/Email **Optional**  
If you program uses the Family Engagement feature, you will need to enter parent contact information.

- Entry Date **Required**  
Learning Genie will automatically set the child's first rating period within 60 days of entry date. This will not align with MARC Head Start's Fall, Winter, and Spring Rating Periods. Therefore, please think of the child's entry date as the date that works best in Learning Genie, which is the first day of the Rating Period.
- Withdrawn Date **Required**  
When the child withdraws from the program
- Child's Center **Required**
- Child's Classroom **Required**
- Rating Periods **Required**

### **Additional Information Tab**

#### **--Child's Information**

- Statewide Student Identifier **Optional**
- Agency/District Student Identifier **Required for Early Head Start and Head Start**  
Please enter the ChildPlus ID numbers of MARC Early Head Start and Head Start children.
- Child's Ethnicity **Optional**  
If your program intends to run Learning Genie child outcomes reports using the Filter for Ethnicity, you will answer this question. Otherwise, it is optional.
- Child's Race **Optional**  
If you intend to run Learning Genie child outcomes reports using the Filter for Race, you should answer this question. Otherwise, it is optional.

#### **--Observer Information:**

- Teacher **Required**
- Primary teacher working with child **Optional**
- Did another adult assist? **Optional**

#### **--Child's Language Information**

- Child's Home Language **Optional**  
If you intend to run Learning Genie child outcomes reports using the Filter for Home Language, please enter this information. Otherwise, it is optional.
- Language Other Than English Spoken in Home **Required**
- What languages do you speak with child? **Optional**
- Did someone assist? **Optional**

### --Child's Enrollment Information

- Child is enrolled in program name **Required**  
**It is very important to complete this information** because this is the filter used to run grantee-wide child outcomes reports for MARC Head Start.
  - Select Early Head Start for all Early Head Start children funded by MARC
  - Select Head Start for all Head Start children funded by MARC
- Child's tuition fees **Optional**

### --Child's Disability Information

- IEP or IFSP **Required**

### --Notes **Optional**

### --Custom Information

- **Grantee Agency (Funding Agency) Required**  
**It is very important that this item be accurate.**
  - If the child is an Early Head Start or Head Start child, please select Mid-America Regional Council so that MARC Head Start staff can access the child's information and include the child's ratings in child outcomes reports.
  - If the child is not an Early Head Start or Head Start child, please do not select Mid-America Regional Council. MARC Head Start staff will not be able to access the child's information or ratings.