



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 in your report.

Entering Child Information

- Log into Learning Genie.
- Click on the Gear icon for “Admin Settings.” A new screen will pull up.

- From the column on the left, click on “Manage Children.” A new screen will pull up.
- Enter the child’s name in “Search child’s name” to determine if the child is already in your program’s Learning Genie account.
- If the child is not already in your Learning Genie account, click the orange box that says “+ Add Child.” A new screen will pull up.

Add New Child

Enter:

- First Name **Required**
- Middle Name **Optional**
- Last Name **Required**
- Date of Birth **Required**
- Gender **Required**
- Parent’s Phone Number **Optional**

If your program has contracted with Learning Genie to use the Family Engagement feature, enter parent contact information.

- Entry Date **Required**
- Withdrawn Date **Required**
When the child withdraws from the program
- Child's Site **Required**
- Child's Classroom **Required**
- Click on "Submit"

Edit

- The child's name should now appear on the list of children. Click the Edit pencil to the right of the child's name. A new screen titled "Edit Child's Info" will pull up.
- Rating Periods assigned to the child will show at the bottom of the screen. Ensure that the current program year is highlighted.
- Click on "Additional Information."

Additional Information

Enter:

- 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 **Required**
- Is a language other than English spoken in the child's home? **Required**
This will auto populate No if you selected English to the question above. If you selected any other language, this will auto populate Yes, and English Language Development Measures will be activated for the child.
- 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 is 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.