

# IPKIS Provider Portal

Attendance Tracking Demo

10/7/15

# IPKIS Provider Portal Log In

User Acceptance Testing



Please sign in

User Name

Password

Sign In

This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being received, communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Guest

Build:1.1.5750 Date:9/29/2015

## 1. Log in using your IPKIS Provider Portal username and password

\*\*Please contact [TCCSupport@e-tcc.com](mailto:TCCSupport@e-tcc.com) for account and password requests\*\*

# IPKIS Provider Portal System Dashboard

User Acceptance Testing

Indiana PreK Provider Portal System  
EVSC Preschool at Caze

Home Help Sign Out

Grant Children Attendance

Facility Set-up  
Enter Attendance

Welcome

[My Contact Information](#)

[Release Notes: \(0\)](#)

System News

Provider Alerts

User: Sophie Simmons (attendance) [Change Password](#)

Build:1.0.0 Date:10/5/2015

**Select Facility Set-Up from the Attendance dropdown to begin**

# Provider Portal Attendance: Begin

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Welcome to the Indiana Pre-K Provider Portal Attendance tracking tool.

You will use this tool to track attendance for all children receiving an On My Way Pre-K or Indy PSP grant.

Before entering attendance you will be asked to enter:

1. Facility-related information for the school year.
2. Child-related information for each child.

Follow the directions on each screen, and the portal will guide you through the facility set-up process.

Some screens require information be entered before moving to the next screen. These fields are designated by a red asterisk (\*).

You may leave the portal at any time and return to continue entering data. Data that you've already entered will **NOT** be saved unless you click the "Save" button, when instructed.

Once you've completed the facility set-up process, you can continue to attendance by clicking "Next" or selecting "Enter Attendance" from the Attendance dropdown. Instructions on how to use that section will be given there.

If you would like to re-read these instructions, click on the information icon  which is available on every page. If you need additional support, please call the help desk at 1-800-943-1530 ext 8055 or email [TCCSupport@e-tcc.com](mailto:TCCSupport@e-tcc.com)

User: Sophie Simmons (attendance) [Change Password](#) Build:1.0.0 Date:10/5/2015

Landing page will be displayed with system instructions. You may access these instructions at any time via the information icon, located beneath the status bar.

# Provider Portal Attendance: Begin

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## Provider Portal Attendance: Begin

Welcome to the Indiana Pre-K Provider Portal Attendance tracking tool.

You will use this tool to track attendance for all children receiving an On My Way Pre-K or Indy PSP grant.

Before entering attendance you will be asked to enter:

1. Facility-related information for the school year.
2. Child-related information for each child.

Follow the directions on each screen, and the portal will guide you through the facility set-up process.

Some screens require information be entered before moving to the next screen. These fields are designated by a red asterisk (\*).

You may leave the portal at any time and return to continue entering data. Data that you've already entered will **NOT** be saved unless you click the "Save" button, when instructed.

Once you've completed the facility set-up process, you can continue to attendance by clicking "Next" or selecting "Enter Attendance" from the Attendance dropdown. Instructions on how to use that section will be given there.

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Next

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**Click Next to continue**

# Facility Set-Up: Step 1 – Facility Dates

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## Facility Set-up: Step 1 - Facility Dates Save/Next

Please select a Facility School Year from the dropdown. Enter Facility PreK/Preschool Begin Date and End Date. If multiple PreK/Preschool scheduling options are offered at your facility with varying begin or end dates, please enter the earliest scheduling begin date and the latest scheduling end date. Finally, please indicate whether or not before or after care are offered at your facility for the chosen school year.

\* Facility School Year:

\* Facility Begin Date:  

\* Facility End Date:  

\* Before Care Offered:  Yes  No

\* After Care Offered:  Yes  No

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Select Facility School Year 2015-2016 from dropdown

# Facility Set-Up: Step 1 – Facility Dates

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## Facility Set-up: Step 1 - Facility Dates Save/Next

Please select a Facility School Year from the dropdown. Enter Facility PreK/Preschool Begin Date and End Date. If multiple PreK/Preschool scheduling options are offered at your facility with varying begin or end dates, please enter the earliest scheduling begin date and the latest scheduling end date. Finally, please indicate whether or not before or after care are offered at your facility for the chosen school year.

\* Facility School Year:

\* Facility Begin Date:  

\* Facility End Date:  

\* Before Care Offered:  Yes  No

\* After Care Offered:  Yes  No

User: Sophie Simmons (attendance) [Change Password](#) Build:1.0.0 Date:10/5/2015

## Enter Facility Begin and End Dates

**\*\*These are the first and last day that you are open for the current school year\*\***

# Facility Set-Up: Step 1 – Facility Dates

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## Facility Set-up: Step 1 - Facility Dates Save/Next

Please select a Facility School Year from the dropdown. Enter Facility PreK/Preschool Begin Date and End Date. If multiple PreK/Preschool scheduling options are offered at your facility with varying begin or end dates, please enter the earliest scheduling begin date and the latest scheduling end date. Finally, please indicate whether or not before or after care are offered at your facility for the chosen school year.

\* Facility School Year:

\* Facility Begin Date:  

\* Facility End Date:  

\* Before Care Offered:  Yes  No

\* After Care Offered:  Yes  No

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**Indicate whether or not before or after care are offered at your facility**



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## Facility Set-up: Step 1 - Facility Dates

[Save/Next](#)

Please select a Facility School Year from the dropdown. Enter Facility PreK/Preschool Begin Date and End Date. If multiple PreK/Preschool scheduling options are offered at your facility with varying begin or end dates, please enter the earliest scheduling begin date and the latest scheduling end date. Finally, please indicate whether or not before or after care are offered at your facility for the chosen school year.

\* Facility School Year:

\* Facility Begin Date:

\* Facility End Date:

\* Before Care Offered:  Yes  No

\* After Care Offered:  Yes  No

**Click Save/Next**

# Facility Set-Up: Step 2 – Closures

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Please enter all expected facility closures for the school year. When you have unexpected closures, including snow days and delays, return to this section to enter those closures BEFORE entering attendance for that week. Please only include days/times that facility is completely closed - no children attending.

+ Add One Day Closure + Add Partial Closure + Add Extended Closure Search Results (0)

Date	Time	Closure Name
No records to display.		

- To **add** a closure, click the button corresponding to the length of your closure:
  - "Add One Day Closure" - one day closure (e.g. Labor Day)
  - "Add Partial Closure" - less than a full day closure (e.g. snow delay)
  - "Add Extended Closure" - multiple day closure (e.g. spring break)
- To **edit** a closure, click on the word "Select" to the left of the closure. You may edit closure name, dates, and/or times. Click "Save" to save changes.
- To **delete** a closure, click on the word "Delete" to the right of the closure. The closure will be removed from the list.

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- ALL days/times during which your facility is closed must be entered for attendance to be accurate  
\*\*Please only included days/times during which facility is completely closed with no children attending
- Unexpected closures, such as snow days and delays, may be entered as they occur
- You may enter One Day, Partial, or Extended Closures

# Facility Set-Up: Step 2 – Closures (One Day Closure)

User Acceptance Testing

labor day - Google Search  
https://www.google.com/#q=labor+day

On My Way pre-k

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## Facility Set-up: Step 2 - Closures

✓ Save Cancel

\* Closure Date:  

\* Closure Name:

1. Select your Closure Date using the calendar icon next to "Closure Date"
2. Enter a Closure Name, e.g. "Memorial Day".
3. Click the "Save" button.

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- Enter Closure Date
- Enter Closure Name
- Click Save

# Facility Set-Up: Step 2 – Closures

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Successfully Saved Closure.

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## Facility Set-up: Step 2 - Closures

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Please enter all expected facility closures for the school year. When you have unexpected closures, including snow days and delays, return to this section to enter those closures BEFORE entering attendance for that week. Please only include days/times that facility is completely closed - no children attending.

[+ Add One Day Closure](#) [+ Add Partial Closure](#) [+ Add Extended Closure](#) Search Results (1)

	Date	Time	Closure Name	
<a href="#">Edit</a>	09/07/2015	Full Day	Labor Day	<a href="#">X Delete</a>



- To **add** a closure, click the button corresponding to the length of your closure:
  - "Add One Day Closure" - one day closure (e.g. Labor Day)
  - "Add Partial Closure" - less than a full day closure (e.g. snow delay)
  - "Add Extended Closure" - multiple day closure (e.g. spring break)
- To **edit** a closure, click on the word "Select" to the left of the closure. You may edit closure name, dates, and/or times. Click "Save" to save changes.
- To **delete** a closure, click on the word "Delete" to the right of the closure. The closure will be removed from the list.

Continue entering closures until all facility closures for the year have been completed

# Facility Set-Up: Step 2 – Closures (Partial Closure)

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Facility Set-up: Step 2 - Closures

Save Cancel

\* Closure Begin Date: 12/24/2015

\* Closure End Date: 12/25/2015

\* Closure Name: Christmas

1. Select the begin date of your extended closure using the calendar icon next to "Closure Begin Date". Select the first day that your facility is CLOSED.
2. Select the end date of your extended closure using the calendar icon next to "Closure End Date". Select the last day that your facility is CLOSED (not the day that you reopen).
3. Enter a Closure Name, e.g. "Spring Break".
4. Click the "Save" button.

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Build:1.0.0 Date:10/5/2015

- Enter Closure Date
- Enter Closure Begin Time **\*\*if morning closure, select time facility would normally open**
- Enter Closure End Time **\*\*if afternoon closure, select time facility would normally close**
- Enter Closure Name
- Click Save

# Facility Set-Up: Step 2 – Closures (Extended Closure)

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Facility Set-up: Step 2 - Closures

Save Cancel

\* Closure Begin Date: 12/24/2015  
\* Closure End Date: 12/25/2015  
\* Closure Name: Christmas

1. Select the begin date of your extended closure using the calendar icon next to "Closure Begin Date". Select the first day that your facility is CLOSED.
2. Select the end date of your extended closure using the calendar icon next to "Closure End Date". Select the last day that your facility is CLOSED (not the day that you reopen).
3. Enter a Closure Name, e.g. "Spring Break".
4. Click the "Save" button.

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- Enter Closure Begin Date
- Enter Closure End Date \*\*Last day facility is closed, NOT the day you reopen
- Enter Closure Name
- Click Save

# Facility Set-Up: Step 2 – Closures

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## Facility Set-up: Step 2 - Closures

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Please enter all expected facility closures for the school year. When you have unexpected closures including snow days and delays, return to this section to enter those closures BEFORE entering attendance for that week. Please only include days/times that facility is completely closed - no children attending.

+ Add One Day Closure

+ Add Partial Closure

+ Add Extended Closure

Search Results (4)

	Date	Time	Closure Name	
<a href="#">Edit</a>	09/07/2015	Full Day	Labor Day	<a href="#">Delete</a>
<a href="#">Edit</a>	09/30/2015	8:00AM to 12:00PM	Facility Maintenance	<a href="#">Delete</a>
<a href="#">Edit</a>	12/24/2015	Full Day	Christmas	<a href="#">Delete</a>
<a href="#">Edit</a>	12/25/2015	Full Day	Christmas	<a href="#">Delete</a>

- To add a closure, click the button corresponding to the length of your closure:
  - "Add One Day Closure" - one day closure (e.g. Labor Day)
  - "Add Partial Closure" - less than a full day closure (e.g. snow delay)
  - "Add Extended Closure" - multiple day closure (e.g. spring break)
- To edit a closure, click on the word "Select" to the left of the closure. You may edit closure name, dates, and/or times. Click "Save" to save changes.
- To delete a closure, click on the word "Delete" to the right of the closure. The closure will be removed from the list.

Click Next to continue

# Facility Set-Up: Step 3 - Classrooms

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On My Way pre-K

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## Facility Set-up: Step 3 - Classrooms

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Please enter names for all PreK and/or Preschool classrooms at your facility which have children receiving either an On My Way PreK or IndyPSP grant. Classrooms will be used later to sort and filter attendance sheets.

[+ Add Classroom](#) Search Results (0)

Name
No records to display.

1. To add a classroom, click the "Add Classroom" button.
2. To edit a classroom, click the word "Edit" to the left of the classroom name. Make your change in the text box that appears. Click "Save" to save changes or "Cancel" to return to the previous screen without saving.

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Enter the names of classrooms at your facility which will contain OMW Pre-K or Indy PSP grant-receiving children. You will assign each child to a classroom later. Classrooms may only be added and edited, not deleted. If you have entered a classroom in error, simply do not assign children to that classroom.

# Facility Set-Up: Step 3 - Classrooms

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## Facility Set-up: Step 3 - Classrooms

✓ Save    ↻ Cancel

Enter the name of a classroom at your facility below. Click "Save" to continue or "Cancel" to return to the previous screen without saving.

\* Classroom Name:

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- Enter classroom name
- Click save

# Facility Set-Up: Step 3 - Classrooms

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Successfully Saved Classroom.

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## Facility Set-up: Step 3 - Classrooms

Please enter names for all PreK and/or Preschool classrooms at your facility which have children receiving either an On My Way PreK or IndyPSP grant. Classrooms will be used later to sort and filter attendance sheets.

[+ Add Classroom](#) Search Results (1)

Name
<a href="#">Edit</a> Maple

1. To **add** a classroom, click the "Add Classroom" button.
2. To **edit** a classroom, click the word "Edit" to the left of the classroom name. Make your change in the text box that appears. Click "Save" to save changes or "Cancel" to return to the previous screen without saving.



Continue entering classrooms until all classrooms in which grant-receiving children are enrolled have been entered.

# Facility Set-Up: Step 3 - Classrooms

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Successfully Saved Classroom.

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## Facility Set-up: Step 3 - Classrooms

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Please enter names for all PreK and/or Preschool classrooms at your facility which have children receiving either an On My Way PreK or IndyPSP grant. Classrooms will be used later to sort and filter attendance sheets.

[+ Add Classroom](#)

Search Results (1)

Name
<a href="#">Edit</a> Maple

1. To **add** a classroom, click the "Add Classroom" button.
2. To **edit** a classroom, click the word "Edit" to the left of the classroom name. Make your change in the text box that appears. Click "Save" to save changes or "Cancel" to return to the previous screen without saving.

**Click Next to continue**

# Facility Set-Up: Step 4 – Schedule Options

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## Facility Set-up: Step 4 - Schedule Options

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Please select the number of Pre-K and Preschool scheduling options at your facility which start or end at different times. For example, if you have half-day morning, full day, and half-day afternoon, you would select "3", even if the morning and afternoon programs both run for 3 hours. Please **ONLY** enter Pre-K and/or Preschool information. **Do NOT include before and after-care hours.**

Once you select the number of scheduling options and click "Next", you will be asked to enter details for each option. Use the program name that you would use internally. These will be assigned to individual children later and can be used to sort attendance sheets.

Number of Pre-K/Preschool schedule options at your facility:

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In order to accurately capture attendance, we need to know what days and times children are expected to attend for pre-K or preschool services at your facility. This should NOT include before or after care hours, **ONLY** the days and times during which pre-k or preschool services are offered at your facility.

# Facility Set-Up: Step 4 – Schedule Options

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## Facility Set-up: Step 4 - Schedule Options

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Please select the number of Pre-K and Preschool scheduling options at your facility which start or end at different times. For example, if you have half-day morning, full day, and half-day afternoon, you would select "3", even if the morning and afternoon programs both run for 3 hours. Please **ONLY** enter Pre-K and/or Preschool information. **Do NOT include before and after-care hours.**

Once you select the number of scheduling options and click "Next", you will be asked to enter details for each option. Use the program name that you would use internally. These will be assigned to individual children later and can be used to sort attendance sheets.

Number of Pre-K/Preschool schedule options at your facility:

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If your facility offers multiple schedule options, such as part day AM and part day PM, you will need to enter scheduling details for each. At the end of the facility set-up process, you will assign each grant-receiving child at your facility to a particular schedule option. This will ensure that dosage and attendance are accurately calculated for the child.

# Facility Set-Up: Step 4 – Schedule Options

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## Facility Set-up: Step 4 - Schedule Options

Previous Next

Please select the number of Pre-K and Preschool scheduling options at your facility which start or end at different times. For example, if you have half-day morning, full day, and half-day afternoon, you would select "3", even if the morning and afternoon programs both run for 3 hours. Please **ONLY** enter Pre-K and/or Preschool information. **Do NOT include before and after-care hours.**

Once you select the number of scheduling options and click "Next", you will be asked to enter details for each option. Use the program name that you would use internally. These will be assigned to individual children later and can be used to sort attendance sheets.

Number of Pre-K/Preschool schedule options at your facility:

Information icon

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**Select the appropriate number of schedule options from the dropdown**  
**Click Next to continue**

# Facility Set-Up: Step 4 – Schedule Options

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Facility Set-up: Step 4 - Schedule Options

Previous Save/Next

\* Schedule Option Name:

\* Begin Date: 07/01/2015 \* End Date: 08/31/2016

	Begin	End	
* Monday:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Non-Service Day
* Tuesday:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Non-Service Day
* Wednesday:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Non-Service Day
* Thursday:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Non-Service Day
* Friday:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Non-Service Day

1. Enter a schedule name, e.g. "Half-Day Morning".  
2. The begin and end dates displayed are the facility begin and end dates that you entered in Step 1. If the begin or end date for this schedule option is different from the facility begin or end date, change it by clicking on the calendar icon and selecting the correct date.  
3. Fill in the begin and end time for each day by clicking on the clock icon and selecting begin and end times for that day.  
4. For days the schedule option is not offered, if applicable, click the "Non-Service Day" checkbox. Leave begin and end times blank for "Non-Service Days".

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- Enter Schedule Option Name
- Enter Schedule Option Begin and End Date \*\*These fields will be auto-populated with the facility begin and end dates entered at the beginning. Make sure these dates are accurate for the particular schedule option, in order to ensure accurate attendance calculations.\*\*

# Facility Set-Up: Step 4 – Schedule Options

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## Facility Set-up: Step 4 - Schedule Options

Previous Save/Next

\* Schedule Option Name:

\* Begin Date:  \* End Date:

	Begin	End	
* Monday:	<input type="text" value="8:00 AM"/>	<input type="text" value="12:00 PM"/>	<input type="checkbox"/> Non-Service Day
* Tuesday:	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Non-Service Day
* Wednesday:	<input type="text" value="8:00 AM"/>	<input type="text" value="12:00 PM"/>	<input type="checkbox"/> Non-Service Day
* Thursday:	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Non-Service Day
* Friday:	<input type="text" value="8:00 AM"/>	<input type="text" value="12:00 PM"/>	<input type="checkbox"/> Non-Service Day

1. Enter a schedule name, e.g. "Half-Day Morning".
2. The begin and end dates displayed are the facility begin and end dates that you entered in Step 1. If the begin or end date for this schedule option is different from the facility begin or end date, change it by clicking on the calendar icon and selecting the correct date.
3. Fill in the begin and end time for each day by clicking on the clock icon and selecting begin and end times for that day.
4. For days the schedule option is not offered, if applicable, click the "Non-Service Day" checkbox. Leave begin and end times blank for "Non-Service Days".

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- **Enter Begin and End time for each day services are offered.** \*\*These are times children are expected to be at the facility for pre-k/preschool service. Attendance entries or indication of absence will be expected for these days.\*\*
- **For days during which services are not offered, select non-service day.**

# Facility Set-Up: Step 4 – Schedule Options

User Acceptance Testing

Indiana PreK Provider Portal System  
EVSC Preschool at Caze

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## Facility Set-up: Step 4 - Schedule Options

Previous Save/Next

\* Schedule Option Name:

\* Begin Date:  \* End Date:

	Begin	End	
* Monday:	<input type="text" value="8:00 AM"/>	<input type="text" value="12:00 PM"/>	<input type="checkbox"/> Non-Service Day
* Tuesday:	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Non-Service Day
* Wednesday:	<input type="text" value="8:00 AM"/>	<input type="text" value="12:00 PM"/>	<input type="checkbox"/> Non-Service Day
* Thursday:	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Non-Service Day
* Friday:	<input type="text" value="8:00 AM"/>	<input type="text" value="12:00 PM"/>	<input type="checkbox"/> Non-Service Day

1. Enter a schedule name, e.g. "Half-Day Morning".
2. The begin and end dates displayed are the facility begin and end dates that you entered in Step 1. If the begin or end date for this schedule option is different from the facility begin or end date, change it by clicking on the calendar icon and selecting the correct date.
3. Fill in the begin and end time for each day by clicking on the clock icon and selecting begin and end times for that day.
4. For days the schedule option is not offered, if applicable, click the "Non-Service Day" checkbox. Leave begin and end times blank for "Non-Service Days".

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Click Save/Next to continue

# Facility Set-Up: Step 4 – Schedule Options

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Facility Set-up: Step 4 - Schedule Options

Previous Save/Next

\* Schedule Option Name:

\* Begin Date: 07/01/2015 \* End Date: 08/31/2016

	Begin	End	
* Monday:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Non-Service Day
* Tuesday:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Non-Service Day
* Wednesday:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Non-Service Day
* Thursday:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Non-Service Day
* Friday:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Non-Service Day

1. Enter a schedule name, e.g. "Half-Day Morning".
2. The begin and end dates displayed are the facility begin and end dates that you entered in Step 1. If the begin or end date for this schedule option is different from the facility begin or end date, change it by clicking on the calendar icon and selecting the correct date.
3. Fill in the begin and end time for each day by clicking on the clock icon and selecting begin and end times for that day.
4. For days the schedule option is not offered, if applicable, click the "Non-Service Day" checkbox. Leave begin and end times blank for "Non-Service Days".

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If multiple schedule options are offered at your facility, you will be asked to enter scheduling details for each. Continue entering schedule option information until details for each have been completed.

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## Facility Summary:

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Facility Dates: School Year: 2015-16 Before Care: Yes  
Begin Date: 7/1/2015 After Care: Yes  
End Date: 8/31/2016 [Edit](#)

Closures: 9/7/2015 Labor Day  
9/30/2015 Facility Maintenance  
12/24/2015 Christmas  
12/25/2015 Christmas [Edit](#)

Classrooms: Maple [Edit](#)

Schedule Options: Program Dates: 7/1/2015 to 8/31/2016

Monday: 08:00 AM to 12:00 PM  
Tuesday: No Service  
Wednesday: 08:00 AM to 12:00 PM  
Thursday: No Service  
Friday: 08:00 AM to 12:00 PM

Half Day AM [Edit](#)

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Upon completing all schedule option details, you will be taken to the Facility Summary screen. Verify that all information entered previously is accurate and complete. You may return to any of the previous sections by clicking Edit for that section. All sections must be completed before proceeding to Enrollment.

# Facility Summary Screen

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## Facility Summary:

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Facility Dates: School Year: 2015-16 Before Care: Yes  
Begin Date: 7/1/2015 After Care: Yes  
End Date: 8/31/2016 [Edit](#)

Closures: 9/7/2015 Labor Day  
9/30/2015 Facility Maintenance  
12/24/2015 Christmas  
12/25/2015 Christmas [Edit](#)

Classrooms: Maple [Edit](#)

Schedule Options: Program Dates: 7/1/2015 to 8/31/2016

Monday: 08:00 AM to 12:00 PM  
Tuesday: No Service  
Wednesday: 08:00 AM to 12:00 PM  
Thursday: No Service  
Friday: 08:00 AM to 12:00 PM

Half Day AM [Edit](#)

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**Click Next to proceed to Enrollment**

# Child Set-Up: Step 5 – Enrollment

User Acceptance Testing Close Tab (Ctrl+W)

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## Child Setup: Step 5 - Enrollment

[Previous](#)

[Save/Next](#)

Below are the names of all children enrolled at your facility receiving either an On My Way Pre-K or IndyPSP grant. Click "Select" next to each child name to enter information about that child.

When you have finished, each row in the grid will be full. Click "Next" to continue.

Search Results (7)

	Case Number	First Name	Last Name	Schedule Option	Classroom	Grant Date	Before Care	After Care
<a href="#">Edit</a>	13853-2	John	Smith			08/10/2015-05/19/2016		
<a href="#">Edit</a>	34121-1	Jane	Doe			08/10/2015-05/19/2016		
<a href="#">Edit</a>	34290-1	Mary	White			08/10/2015-05/19/2016		
<a href="#">Edit</a>	33892-1	Jenny	Black			08/10/2015-05/19/2016		
<a href="#">Edit</a>	13993-2	Mike	Johnson			08/10/2015-05/19/2016		
<a href="#">Edit</a>	33975-1	Joe	Smith			08/10/2015-05/19/2016		
<a href="#">Edit</a>	33680-1	Walter	White			08/10/2015-05/19/2016		

**Select Edit for a child in the grid to begin the enrollment process**

# Child Set-Up: Step 5 - Enrollment

User Acceptance Testing

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## Child Setup: Step 5 - Enrollment

Save Cancel

**John Smith**

Grant Dates: 8/10/2015 - 5/19/2016

\* Schedule Options: Half Day AM: 07/01/2015-08/31/2016

\* Classroom: Maple

Funding Source

Before-Care Funding Source: --Select--

After-Care Funding Source: --Select--

For the child listed above:

1. Select the schedule option in which he/she is enrolled.
2. Select the classroom in which he/she is enrolled.
3. Select a Before-Care Funding Source from the dropdown. If child does not attend Before-Care, select "N/A".
4. Select a After-Care Funding Source from the dropdown. If child does not attend After-Care, select "N/A".

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Enrollment screen for the child selected will be displayed. You will now assign that child to a schedule option and classroom. If you only have one schedule option or one classroom at your facility, those fields will be auto-populated. Finally, you will need to select a Before-Care and/or After-Care Funding Source, if applicable. Select N/A for children not receiving Before or After-Care. If Before and/or After-Care are not offered at your facility, these fields will not be present.

# Child Set-Up: Step 5 – Enrollment

User Acceptance Testing

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## Child Setup: Step 5 - Enrollment

**Baylee Bellomy**

Grant Dates: 8/10/2015 - 5/19/2016

\* Schedule Options:

\* Classroom:

**Funding Source**

Before-Care Funding Source:

After-Care Funding Source:

For the child listed above:

1. Select the schedule option
2. Select the classroom in which the child is enrolled
3. Select a Before-Care Funding Source, if applicable. If Before-Care, select "N/A".
4. Select a After-Care Funding Source, if applicable. If After-Care, select "N/A".

Before-Care, select "N/A".  
 After-Care, select "N/A".

On My Way Pre-K

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- Select the Schedule Option to which the child is enrolled
- Select the Classroom in which child is enrolled
- Select Before and After-Care Funding Source for child, if applicable
- Click Save

# Child Set-Up: Step 5 - Enrollment

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Successfully Saved Child Funding.

## Child Setup: Step 5 - Enrollment

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Below are the names of all children enrolled at your facility receiving either an On My Way Pre-K or IndyPSP grant. Click "Select" next to each child name to enter information about that child.

When you have finished, each row in the grid will be full. Click "Next" to continue.

Search Results (7)

	Case Number	First Name	Last Name	Schedule Option	Classroom	Grant Date	Before Care	After Care
<a href="#">Edit</a>	13853-2	John	Smith	Half Day AM	Maple	08/10/2015-05/19/2016	N/A	CCDF
<a href="#">Edit</a>	34121-1	Jane	Doe			08/10/2015-05/19/2016		
<a href="#">Edit</a>	34290-1	Mary	White			08/10/2015-05/19/2016		
<a href="#">Edit</a>	33892-1	Jenny	Black			08/10/2015-05/19/2016		
<a href="#">Edit</a>	13993-2	Mike	Johnson			08/10/2015-05/19/2016		
<a href="#">Edit</a>	33975-1	Joe	Smith			08/10/2015-05/19/2016		
<a href="#">Edit</a>	33680-1	Walter	White			08/10/2015-05/19/2016		

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You will be returned to the enrollment grid. Continue entering enrollment information for all children.

# Child Set-Up: Step 5 - Enrollment

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Successfully Saved Child Funding.

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## Child Setup: Step 5 - Enrollment

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Below are the names of all children enrolled at your facility receiving either an On My Way Pre-K or IndyPSP grant. Click "Select" next to each child name to enter information about that child.

When you have finished, each row in the grid will be full. Click "Next" to continue.

Search Results (7)

	Case Number	First Name	Last Name	Schedule Option	Classroom	Grant Date	Before Care	After Care
<a href="#">Edit</a>	13853-2	John	Smith	Half Day AM	Maple	08/10/2015-05/19/2016	N/A	CCDF
<a href="#">Edit</a>	34121-1	Jane	Doe	Half Day AM	Maple	08/10/2015-05/19/2016	N/A	N/A
<a href="#">Edit</a>	34290-1	Mary	White	Half Day AM	Maple	08/10/2015-05/19/2016	Other	Other
<a href="#">Edit</a>	33892-1	Jenny	Black	Half Day AM	Maple	08/10/2015-05/19/2016	Head Start	Tuition Assistance
<a href="#">Edit</a>	13993-2	Mike	Johnson	Half Day AM	Maple	08/10/2015-05/19/2016	CCDF	CCDF
<a href="#">Edit</a>	33975-1	Joe	Smith	Half Day AM	Maple	08/10/2015-05/19/2016	N/A	Head Start
<a href="#">Edit</a>	33680-1	Walter	White	Half Day AM	Maple	08/10/2015-05/19/2016	Title One	Part B

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**Click Save/Next when enrollment has been completed for all children**

# Final Summary Screen

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Facility Dates: School Year: 2015-16 Before Care: Yes  
Begin Date: 7/1/2015 After Care: Yes  
End Date: 8/31/2016 [Edit](#)

Closures: 9/7/2015 Labor Day  
9/30/2015 Facility Maintenance  
12/24/2015 Christmas  
12/25/2015 Christmas [Edit](#)

Classrooms: Maple [Edit](#)

Schedule Options: Program Dates: 7/1/2015 to 8/31/2016

Monday: 08:00 AM to 12:00 PM  
Tuesday: No Service  
Wednesday: 08:00 AM to 12:00 PM  
Thursday: No Service  
Friday: 08:00 AM to 12:00 PM  
Half Day AM [Edit](#)

Enrollment:

First Name	Last Name	Program	Classroom	Grant Date	Before Care	After Care
John	Smith	Half Day AM	Maple	08/10/2015-05/19/2016	N/A	CCDF
Jane	Doe	Half Day AM	Maple	08/10/2015-05/19/2016	N/A	N/A
Mary	White	Half Day AM	Maple	08/10/2015-05/19/2016	Other	Other
Jenny	Black	Half Day AM	Maple	08/10/2015-05/19/2016	Head Start	Tuition Assistance
Mike	Johnson	Half Day AM	Maple	08/10/2015-05/19/2016	CCDF	CCDF
Joe	Smith	Half Day AM	Maple	08/10/2015-05/19/2016	N/A	Head Start
Walter	White	Half Day AM	Maple	08/10/2015-05/19/2016	Title One	Part B

[Edit](#)

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You will be taken to the final summary screen. Please review all information before continuing to attendance. You may return to any of the sections by selecting Edit.

# Final Summary Screen

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**Facility Dates:** School Year: 2015-16 Before Care: Yes  
Begin Date: 7/1/2015 After Care: Yes  
End Date: 8/31/2016 [Edit](#)

**Closures:** 9/7/2015 Labor Day  
9/30/2015 Facility Maintenance  
12/24/2015 Christmas  
12/25/2015 Christmas [Edit](#)

**Classrooms:** Maple [Edit](#)

**Schedule Options:** Program Dates: 7/1/2015 to 8/31/2016

Monday: 08:00 AM to 12:00 PM  
Tuesday: No Service  
Wednesday: 08:00 AM to 12:00 PM  
Thursday: No Service  
Friday: 08:00 AM to 12:00 PM  
Half Day AM [Edit](#)

**Enrollment:**

First Name	Last Name	Program	Classroom	Grant Date	Before Care	After Care
John	Smith	Half Day AM	Maple	08/10/2015-05/19/2016	N/A	CCDF
Jane	Doe	Half Day AM	Maple	08/10/2015-05/19/2016	N/A	N/A
Mary	White	Half Day AM	Maple	08/10/2015-05/19/2016	Other	Other
Jenny	Black	Half Day AM	Maple	08/10/2015-05/19/2016	Head Start	Tuition Assistance
Mike	Johnson	Half Day AM	Maple	08/10/2015-05/19/2016	CCDF	CCDF
Joe	Smith	Half Day AM	Maple	08/10/2015-05/19/2016	N/A	Head Start
Walter	White	Half Day AM	Maple	08/10/2015-05/19/2016	Title One	Part B

[Edit](#)

User: Sophie Simmons (attendance) [Change Password](#) Build: 1.0.0 Date: 10/5/2015

Click Next to continue to Attendance

# Attendance: Begin



Indiana PreK Provider Portal System  
EVSC Preschool at Caze

Home Help Sign Out

Grant Children Attendance

## Attendance

Please select the week for which you would like to enter attendance from the dropdown below. You may also select a schedule option and/or classroom from the corresponding dropdowns. Doing so will filter the attendance grid for the week selected. Only children from the selected classroom and/or schedule option will be displayed. You may also sort the attendance grid by any of the column headers.

[Last Week](#)

Search Results (7)

	Student First Name	Student Last Name	Schedule Option	Classroom	Monday	Tuesday	Wednesday	Thursday	Friday
<a href="#">Edit</a>	John	Smith	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Jane	Doe	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Mary	White	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Jenny	Black	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Mike	Johnsc	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Joe	Smith	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Walter	White	Half Day AM	Maple		No Service		No Service	

1. Entering WEEKLY attendance: If you would like to enter weekly attendance for a child, click Edit to the left of the child name. Weekly attendance screen for that child will be displayed.
2. Entering DAILY attendance: If you would like to enter daily attendance for a group of children, click the attendance grid column header for that day. Daily attendance screen will be displayed for all children in the attendance grid.

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**CAUTION: Upon entrance of first attendance record, you will no longer be able to make changes to facility date, schedule options, or child enrollment information. Please ensure that all information is accurate before entering attendance.**

# Attendance: Begin

Indiana PreK Provider Portal System  
EVSC Preschool at Caze

Grant Children Attendance

## Attendance

Please select the week for which you would like to enter attendance from the dropdown below. You may also select a schedule option and/or classroom from the corresponding dropdowns. Doing so will filter the attendance grid for the week selected. Only children from the selected classroom and/or schedule option will be displayed. You may also sort the attendance grid by any of the column headers.

Last Week  -- Select Schedule Options -- -- Select Classroom --

Search Results (7)

	Student First Name	Student Last Name	Schedule Option	Classroom	Monday	Tuesday	Wednesday	Thursday	Friday
<a href="#">Edit</a>	John	Smith	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Jane	Doe	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Mary	White	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Jenny	Black	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Mike	Johnsc	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Joe	Smith	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Walter	White	Half Day AM	Maple		No Service		No Service	

1. Entering WEEKLY attendance: If you would like to enter weekly attendance for a child, click Edit to the left of the child name. Weekly attendance screen for that child will be displayed.
2. Entering DAILY attendance: If you would like to enter daily attendance for a group of children, click the attendance grid column header for that day. Daily attendance screen will be displayed for all children in the attendance grid.

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All grant-receiving children at your facility will be displayed in the attendance grid. The current week will be displayed. You may select previous weeks from the dropdown. Attendance grid can be filtered by schedule option or classroom using the dropdowns. You may also sort by student first or last name, schedule option, or classroom using the column headers.

# Attendance

Indiana PreK Provider Portal System  
EVSC Preschool at Caze

Grant Children Attendance

## Attendance

Please select the week for which you would like to enter attendance from the dropdown below. You may also select a schedule option and/or classroom from the corresponding dropdowns. Doing so will filter the attendance grid for the week selected. Only children from the selected classroom and/or schedule option will be displayed. You may also sort the attendance grid by any of the column headers.

[Last Week](#)

Search Results (7)

	Student First Name	Student Last Name	Schedule Option	Classroom	Monday	Tuesday	Wednesday	Thursday	Friday
<a href="#">Edit</a>	John	Smith	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Jane	Doe	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Mary	White	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Jenny	Black	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Mike	Johnsc	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Joe	Smith	Half Day AM	Maple		No Service		No Service	
<a href="#">Edit</a>	Walter	White	Half Day AM	Maple		No Service		No Service	

1. Entering WEEKLY attendance: If you would like to enter weekly attendance for a child, click Edit to the left of the child name. Weekly attendance screen for that child will be displayed.
2. Entering DAILY attendance: If you would like to enter daily attendance for a group of children, click the attendance grid column header for that day. Daily attendance screen will be displayed for all children in the attendance grid.

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**To enter WEEKLY attendance for a child, click Edit.**

**To enter DAILY attendance for all children displayed in the grid, click the column header for that day.**

# Enter Attendance - Weekly

User Acceptance Testing

Indiana PreK Provider Portal System  
EVSC Preschool at Caze

On My Way Pre-K

Home Help Sign Out

Grant Children Attendance

## Enter Attendance

Save Cancel

John Smith

	Time IN	Time OUT	Childcare Hours Only	Absent	Absence Reason	Comments
Monday - 9/28/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	<input type="text"/>
Tuesday - 9/29/2015:	No Service	No Service	<input type="checkbox"/>	<input type="checkbox"/>		
Wednesday - 9/30/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	<input type="text"/>
Thursday - 10/1/2015:	No Service	No Service	<input type="checkbox"/>	<input type="checkbox"/>		
Friday - 10/2/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	<input type="text"/>

1. Under "IN" for each day of the week, use the clock to select the time that this child entered your facility.
2. Under "OUT" for each day of the week, use the clock to select the time that this child departed your facility.
3. Time is recorded to the CLOSEST 15 minutes. For example, if the child arrived at 8:07 am, choose 8:00 am. If the child arrived at 8:08am, choose 8:15am.
4. You may type in the time rather than using the clock to choose the time, but please enter time to the closest :00, :15, :30, :45.
5. If the child was absent, click on the "Absent" box, and select an "Absence Reason" from the drop-down. if a child's absence is for a facility scheduled vacation which isn't recorded as a Facility Closure, please choose the Absence Reason "Approved Absence - Scheduled Break".
6. If the child was at your facility but only received child-care, for instance if you offer child-care during school vacations, still record the times but click the box "Child-Care Only".
7. Click on the "Save" button.

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Weekly attendance entry grid will be displayed for the child selected. You may save a single day entry, if desired. Or you may complete the entire week. Non-service days will display No Service and will not require an attendance entry.

# Enter Attendance - Weekly

User Acceptance Testing

Indiana PreK Provider Portal System  
Loving Hearts Learning Place

Provider: Loving Hearts Learning Place

On My Way PreK

Home Help Sign Out

Grant Children Attendance Administration Security

## Enter Attendance

Save Cancel

### John Smith

	Time IN	Time OUT	Childcare Hours Only	Absent	Absence Reason	Comments
Monday - 10/5/2015:	Closed	Closed	<input type="checkbox"/>	<input type="checkbox"/>		
Tuesday - 10/6/2015:	No Service	No Service	<input type="checkbox"/>	<input type="checkbox"/>		
Wednesday - 10/7/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Thursday - 10/8/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Friday - 10/9/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		

1. Under "IN" for each day of the week, use the clock to select the time that this child entered your facility.
2. Under "OUT" for each day of the week, use the clock to select the time that this child departed your facility.
3. Time is recorded to the CLOSEST 15 minutes. For example, if the child arrived at 8:07 am, choose 8:00 am. If the child arrived at 8:08am, choose 8:15am.
4. You may type in the time rather than using the clock to choose the time, but please enter time to the closest :00, :15, :30, :45.
5. If the child was absent, click on the "Absent" box, and select an "Absence Reason" from the drop-down. If a child's absence is for a facility scheduled vacation which isn't recorded as a Facility Closure, please choose the Absence Reason "Approved Absence - Scheduled Break".
6. If the child was at your facility but only received child-care, for instance if you offer child-care during school vacations, still record the times but click the box "Child-Care Only".
7. Click on the "Save" button.

Weekly attendance entry grid will be displayed for the child selected. You may save a single day entry, if desired. Or you may complete the entire week. Non-service days will display No Service and will not require an attendance entry. Full-day closures will display closure name and not require an attendance entry.

# Enter Attendance - Weekly

User Acceptance Testing

Indiana PreK Provider Portal System  
EVSC Preschool at Caze

On My Way Pre-K

Grant Children Attendance

Home Help Sign Out

## Enter Attendance

Save Cancel

Joe Smith

	Time IN	Time OUT	Childcare Hours Only	Absent	Absence Reason	Comments
Monday - 10/5/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	<input type="text"/>
Tuesday - 10/6/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wednesday - 10/7/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Thursday - 10/8/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Friday - 10/9/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		

1. Under "IN" for each day of the week, use the clock to select the time that this child entered your facility.
2. Under "OUT" for each day of the week, use the clock to select the time that this child departed your facility.
3. Time is recorded to the CLOSEST 15 minutes. For example, if the child arrived at 8:07 am, choose 8:00 am. If the child arrived at 8:08am, choose 8:15am.
4. You may type in the time rather than using the clock to choose the time, but please enter time to the closest :00, :15, :30, :45.
5. If the child was absent, click on the "Absent" box, and select an "Absence Reason" from the drop-down. if a child's absence is for a facility scheduled vacation which isn't recorded as a Facility Closure, please choose the Absence Reason "Approved Absence - Scheduled Break".
6. If the child was at your facility but only received child-care, for instance if you offer child-care during school vacations, still record the times but click the box "Child-Care Only".
7. Click on the "Save" button.

User: Sophie Simmons (attendance) [Change Password](#)

Build:1.0.0 Date:10/5/2015

## Enter Time IN and Time OUT

**\*\*Select time that child entered and departed facility. This may include before or after-care hours.\*\***

**\*\*If child only attended for childcare that day, select Childcare Hours Only\*\***

# Enter Attendance - Weekly

User Acceptance Testing

Indiana PreK Provider Portal System  
EVSC Preschool at Caze

On My Way PreK

Grant Children Attendance

Home Help Sign Out

## Enter Attendance

Save Cancel

Joe Smith

	Time IN	Time OUT	Childcare Hours Only	Absent	Absence Reason	Comments
Monday - 10/5/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	<input type="text"/>
Tuesday - 10/6/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Wednesday - 10/7/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Thursday - 10/8/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Friday - 10/9/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>		

1. Under "IN" for each day of the week, use the clock to select the time that this child entered your facility.
2. Under "OUT" for each day of the week, use the clock to select the time that this child departed your facility.
3. Time is recorded to the CLOSEST 15 minutes. For example, if the child arrived at 8:07 am, choose 8:00 am. If the child arrived at 8:08am, choose 8:15am.
4. You may type in the time rather than using the clock to choose the time, but please enter time to the closest :00, :15, :30, :45.
5. If the child was absent, click on the "Absent" box, and select an "Absence Reason" from the drop-down. If a child's absence is for a facility scheduled vacation which isn't recorded as a Facility Closure, please choose the Absence Reason "Approved Absence - Scheduled Break".
6. If the child was at your facility but only received child-care, for instance if you offer child-care during school vacations, still record the times but click the box "Child-Care Only".
7. Click on the "Save" button.

User: Sophie Simmons (attendance) [Change Password](#)

Build:1.0.0 Date:10/5/2015

## Select Absent, if child was not present

- \*\*You may also select an absence reason from the dropdown and enter comments, if desired.\*\***
- \*\*If child was absent for a facility scheduled vacation, please choose absence reason "Approved-Absence – Scheduled Break". This absence will not be counted against child attendance. \*\***

# Enter Attendance - Weekly

User Acceptance Testing

 **Indiana PreK Provider Portal System**  
Loving Hearts Learning Place

Provider:

[Home](#) [Help](#) [Sign Out](#)

[Grant Children](#) [Attendance](#) [Administration](#) [Security](#)

## Enter Attendance

### John Smith

	Time IN	Time OUT	Childcare Hours Only	Absent	Absence Reason	Comments
Monday - 8/10/2015:	<input type="text" value="8:00 AM"/>	<input type="text" value="5:00 PM"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	<input type="text"/>
Tuesday - 8/11/2015:	No Service	No Service	<input type="checkbox"/>	<input type="checkbox"/>		
Wednesday - 8/12/2015:	<input type="text" value="8:00 AM"/>	<input type="text" value="5:00 PM"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	<input type="text"/>
Thursday - 8/13/2015:	No Service	No Service	<input type="checkbox"/>	<input type="checkbox"/>		
Friday - 8/14/2015:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Child/Family Illness	<input type="text"/>

1. Under "IN" for each day of the week, use the clock to select the time that this child entered your facility.
2. Under "OUT" for each day of the week, use the clock to select the time that this child departed your facility.
3. Time is recorded to the CLOSEST 15 minutes. For example, if the child arrived at 8:07 am, choose 8:00 am. If the child arrived at 8:08am, choose 8:15am.
4. You may type in the time rather than using the clock to choose the time, but please enter time to the closest :00, :15, :30, :45.
5. If the child was absent, click on the "Absent" box, and select an "Absence Reason" from the drop-down. If a child's absence is for a facility scheduled vacation which isn't recorded as a Facility Closure, please choose the Absence Reason "Approved Absence - Scheduled Break".
6. If the child was at your facility but only received child-care, for instance if you offer child-care during school vacations, still record the times but click the box "Child-Care Only".
7. Click on the "Save" button.

**Click Save when finished**

# Enter Attendance

User Acceptance Testing

Indiana PreK Provider Portal System  
Loving Hearts Learning Place

Provider: Loving Hearts Learning Place

Grant Children Attendance Administration Security

Home Help Sign Out

## Attendance

Please select the week for which you would like to enter attendance from the dropdown below. You may also select a schedule option and/or classroom from the corresponding dropdowns. Doing so will filter the attendance grid for the week selected. Only children from the selected classroom and/or schedule option will be displayed. You may also sort the attendance grid by any of the column headers.

Last Week 08/10/2015 to 08/14/2015 Next Week -- Select Schedule Options -- -- Select Classroom --

Search Results (6)

	Student First Name	Student Last Name	Schedule Option	Classroom	Monday	Tuesday	Wednesday	Thursday	Friday
<a href="#">Edit</a>	John	Smith	Schedule Option	Classroom	8:00AM - 5:00PM	No Service	8:00AM - 5:00PM	No Service	Absent: Child/Family Illness
<a href="#">Edit</a>	Jane	Doe	Schedule Option	Classroom		No Service		No Service	
<a href="#">Edit</a>	Mary	White	Schedule Option	Classroom		No Service		No Service	
<a href="#">Edit</a>	Jenny	Black	Schedule Option	Classroom 2		No Service		No Service	
<a href="#">Edit</a>	Mike	Johnson	Schedule Option	Classroom 2		No Service		No Service	
<a href="#">Edit</a>	Joe	Smith	Schedule Option	Classroom 2		No Service		No Service	

1. Entering WEEKLY attendance: If you would like to enter weekly attendance for a child, click Edit to the left of the child name. Weekly attendance screen for that child will be displayed.
2. Entering DAILY attendance: If you would like to enter daily attendance for a group of children, click the attendance grid column header for that day. Daily attendance screen will be displayed for all children in the attendance grid.

User: Sophie Simmons (ssimmons) [Change Password](#)

Build:1.0.0 Date:10/5/2015

You will be returned to the attendance grid after saving child attendance record. To enter DAILY attendance, click the column header for that day. You will be taken to the DAILY attendance entry screen for the children displayed in the grid.

# Enter Attendance – Daily

User Acceptance Testing

Indiana PreK Provider Portal System  
Loving Hearts Learning Place

Provider: Loving Hearts Learning Place

Grant Children Attendance Administration **Security**

Home Help Sign Out

## Enter Attendance

10/7/2015

Student Name	Schedule Option	Classroom	IN	OUT	Childcare Hours Only	Absent	Absence Reason	Comments
John Smith	Schedule Option	Classroom 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Jane Doe	Schedule Option	Classroom	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Mary White	Schedule Option	Classroom 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Jenny Black	Schedule Option	Classroom	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	

1. Under "IN" for each child, use the clock to select the time that this child entered your facility.
2. Under "OUT" for each child, use the clock to select the time that this child departed your facility.
3. Time is recorded to the CLOSEST 15 minutes. For example, if the child arrived at 8:07 am, choose 8:00 am. If the child arrived at 8:08am, choose 8:15am.
4. You may type in the time rather than using the clock to choose the time, but please enter time to the closest :00, :15, :30, :45.
5. If the child was absent, click on the "Absent" box, and select an "Absence Reason" from the drop-down. If a child's absence is for a facility scheduled vacation which isn't recorded as a Facility Closure, please choose the Absence Reason "Approved Absence - Scheduled Break".
6. If the child was at your facility but only received child-care, for instance if you offer child-care during school vacations, still record the times but click the box "Child-Care Only".
7. Click on the "Save" button.

You may enter daily attendance for a single child and save, if desired. Or you may complete attendance entries for all children displayed. Click Save to continue or Cancel to return to the attendance grid without saving.

# Enter Attendance – Daily

User Acceptance Testing

Indiana PreK Provider Portal System  
Loving Hearts Learning Place

Provider: Loving Hearts Learning Place

Home Help Sign Out

Grant Children Attendance Administration **Security**

## Enter Attendance

Save Cancel

10/7/2015

Student Name	Schedule Option	Classroom	IN	OUT	Childcare Hours Only	Absent	Absence Reason	Comments
John Smith	Schedule Option	Classroom 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Jane Doe	Schedule Option	Classroom	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Mary White	Schedule Option	Classroom 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Jenny Black	Schedule Option	Classroom	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	

1. Under "IN" for each child, use the clock to select the time that this child entered your facility.
2. Under "OUT" for each child, use the clock to select the time that this child departed your facility.
3. Time is recorded to the CLOSEST 15 minutes. For example, if the child arrived at 8:07 am, choose 8:00 am. If the child arrived at 8:08am, choose 8:15am.
4. You may type in the time rather than using the clock to choose the time, but please enter time to the closest :00, :15, :30, :45.
5. If the child was absent, click on the "Absent" box, and select an "Absence Reason" from the drop-down. If a child's absence is for a facility scheduled vacation which isn't recorded as a Facility Closure, please choose the Absence Reason "Approved Absence - Scheduled Break".
6. If the child was at your facility but only received child-care, for instance if you offer child-care during school vacations, still record the times but click the box "Child-Care Only".
7. Click on the "Save" button.

## Enter Time IN and Time OUT

**\*\*Select time that child entered and departed facility. This may include before or after-care hours.\*\***

**\*\*If child only attended for childcare that day, select Childcare Hours Only\*\***

# Enter Attendance – Daily

User Acceptance Testing

Indiana PreK Provider Portal System  
Loving Hearts Learning Place

Provider: Loving Hearts Learning Place

Home Help Sign Out

Grant Children Attendance Administration Security

## Enter Attendance

Save Cancel

10/7/2015

Student Name	Schedule Option	Classroom	IN	OUT	Childcare Hours Only	Absent	Absence Reason	Comments
John Smith	Schedule Option	Classroom 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Jane Doe	Schedule Option	Classroom	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Mary White	Schedule Option	Classroom 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Jenny Black	Schedule Option	Classroom	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	

1. Under "IN" for each child, use the clock to select the time that this child entered your facility.
2. Under "OUT" for each child, use the clock to select the time that this child departed your facility.
3. Time is recorded to the CLOSEST 15 minutes. For example, if the child arrived at 8:07 am, choose 8:00 am. If the child arrived at 8:08am, choose 8:15am.
4. You may type in the time rather than using the clock to choose the time, but please enter time to the closest :00, :15, :30, :45.
5. If the child was absent, click on the "Absent" box, and select an "Absence Reason" from the drop-down. If a child's absence is for a facility scheduled vacation which isn't recorded as a Facility Closure, please choose the Absence Reason "Approved Absence - Scheduled Break".
6. If the child was at your facility but only received child-care, for instance if you offer child-care during school vacations, still record the times but click the box "Child-Care Only".
7. Click on the "Save" button.

## Select Absent, if child was not present

**\*\*You may also select an absence reason from the dropdown and enter comments, if desired.\*\***

**\*\*If child was absent for a facility scheduled vacation, please choose absence reason "Approved-Absence – Scheduled Break". This absence will not be counted against child attendance. \*\***

# Enter Attendance – Daily

User Acceptance Testing

Indiana PreK Provider Portal System  
Loving Hearts Learning Place

Provider: Loving Hearts Learning Place

On My Way Pre-K

Grant Children Attendance Administration **Security**

Home Help Sign Out

## Enter Attendance

10/7/2015

Student Name	Schedule Option	Classroom	IN	OUT	Childcare Hours Only	Absent	Absence Reason	Comments
John Smith	Schedule Option	Classroom 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Jane Doe	Schedule Option	Classroom	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Mary White	Schedule Option	Classroom 2	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	
Jenny Black	Schedule Option	Classroom	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	--Select--	

1. Under "IN" for each child, use the clock to select the time that this child entered your facility.
2. Under "OUT" for each child, use the clock to select the time that this child departed your facility.
3. Time is recorded to the CLOSEST 15 minutes. For example, if the child arrived at 8:07 am, choose 8:00 am. If the child arrived at 8:08am, choose 8:15am.
4. You may type in the time rather than using the clock to choose the time, but please enter time to the closest :00, :15, :30, :45.
5. If the child was absent, click on the "Absent" box, and select an "Absence Reason" from the drop-down. If a child's absence is for a facility scheduled vacation which isn't recorded as a Facility Closure, please choose the Absence Reason "Approved Absence - Scheduled Break".
6. If the child was at your facility but only received child-care, for instance if you offer child-care during school vacations, still record the times but click the box "Child-Care Only".
7. Click on the "Save" button.

**Click Save to continue**

# Enter Attendance

User Acceptance Testing

 Indiana PreK Provider Portal System  
Loving Hearts Learning Place

Provider: Loving Hearts Learning Place

Home Help Sign Out

Grant Children Attendance Administration Security

## Attendance

Please select the week for which you would like to enter attendance from the dropdown below. You may also select a schedule option and/or classroom from the corresponding dropdowns. Doing so will filter the attendance grid for the week selected. Only children from the selected classroom and/or schedule option will be displayed. You may also sort the attendance grid by any of the column headers.

Search Results (4)

	Student First Name	Student Last Name	Schedule Option	Classroom	Monday	Tuesday	Wednesday	Thursday	Friday
<a href="#">Edit</a>	John	Smith	Schedule Option	Classroom	Closed	No Service	Absent	No Service	
<a href="#">Edit</a>	Jane	Doe	Schedule Option	Classroom	Closed	No Service		No Service	
<a href="#">Edit</a>	Mary	White	Schedule Option	Classroom 2	Closed	No Service	8:00AM - 3:00PM	No Service	
<a href="#">Edit</a>	Jenny	Black	Schedule Option	Classroom 2	Closed	No Service		No Service	

1. Entering WEEKLY attendance: If you would like to enter weekly attendance for a child, click Edit to the left of the child name. Weekly attendance screen for that child will be displayed.
2. Entering DAILY attendance: If you would like to enter daily attendance for a group of children, click the attendance grid column header for that day. Daily attendance screen will be displayed for all children in the attendance grid.

User: Sophie Simmons (ssimmons) [Change Password](#)

Build:1.0.0 Date:10/5/2015

You will be returned to the attendance grid. You have a one week grace period for attendance entries. Attendance for the previous week will not be considered late until the end of the current week. You may revise attendance entries for the previous five weeks. If changes are needed following that time period, please contact [Beth.Barrett@fssa.in.gov](mailto:Beth.Barrett@fssa.in.gov) to discuss.