Mid-America Head Start

Guidelines for Entering Child Information in Learning Genie

Child Information in Learning Genie is set up to collect the information that is required of programs in California. Much of the Child Information is not needed for our programs in Missouri but Learning Genie is not able to customize the information since it is part of the Desired Results Developmental Profile (DRDP) framework.

The following pages include guidelines for entering child information in Learning Genie for our Missouri programs. Some information is marked **Required.** However, some information is only 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 is fine 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 of the information you don’t need on your report.
**Basic Information Tab**

First Name **Required**

Middle Name **Optional**

Last Name **Required**

Date of Birth **Required**

Gender **Required**

Parent Name **Optional**
If your program has decided to contract with Learning Genie for the Family Engagement feature, you will need Parent Name.

Parent Contact/Phone/Email **Optional**
If your program has decided to contract with Learning Genie for the Family Engagement feature, you will need 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 correlate with Head Start’s Fall, Winter and Spring rating requirements. In Learning Genie, you may choose to think of the child’s entry date as their Learning Genie enter date and set it as the first day of either the Fall, Winter, or Spring Rating Period—in whichever period the child’s first rating occurs.

Withdrawn Date **Required**
When 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 EHS and HS
Please enter the ChildPlus ID numbers of Early Head Start and Head Start children.

Child’s Ethnicity Optional
If you intend to run Learning Genie child outcomes reports using the Filter for Ethnicity, you should 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, you should enter answer this question. 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 reports for the MARC Head Start grantee.

- 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**

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**Child’s Disability Information**

IEP or IFSP **Required**

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**Notes Optional**

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**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, you must select Mid-America Regional Council so that that MARC Head Start staff can access the child’s information and include the child’s ratings in reports.
- If the child is not funded by Early Head Start or Head Start, do not select Mid-America Regional Council and MARC Head Start staff will not be able to access the child’s information or ratings.