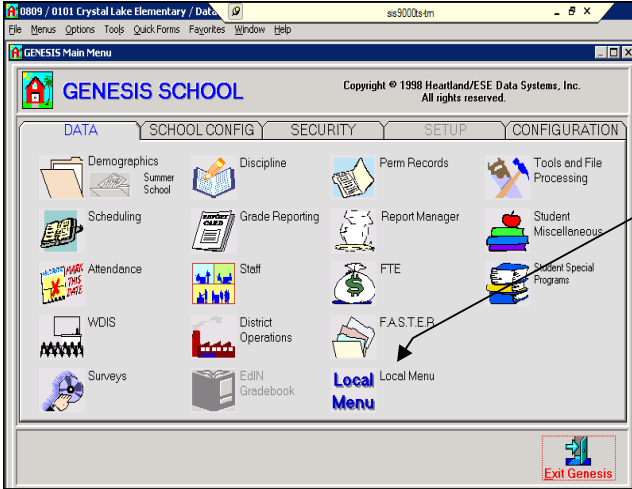
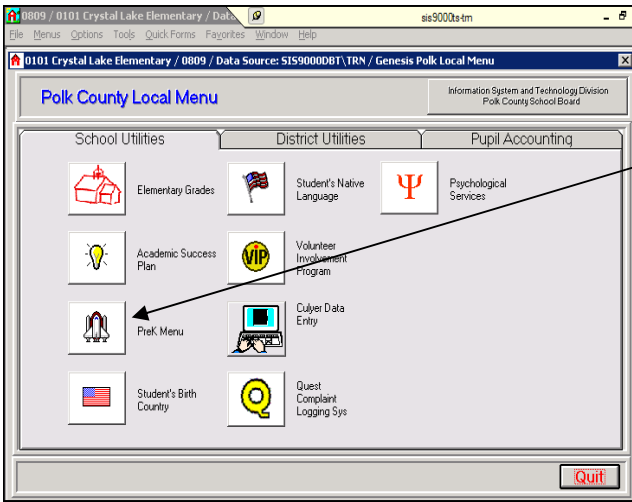
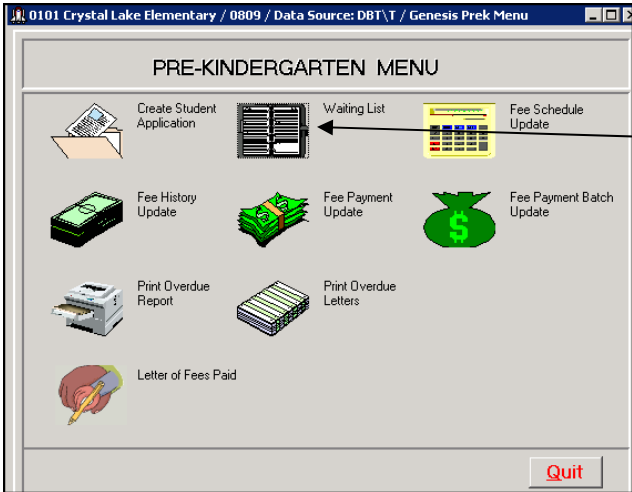
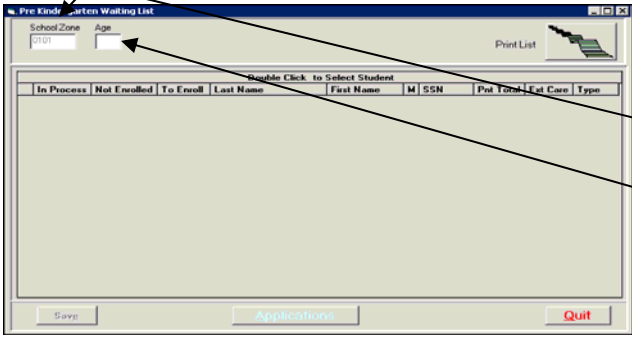
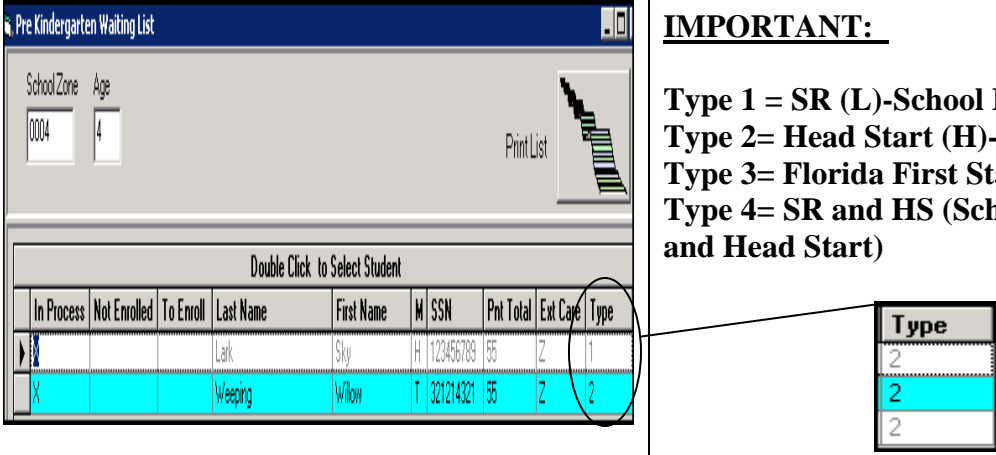
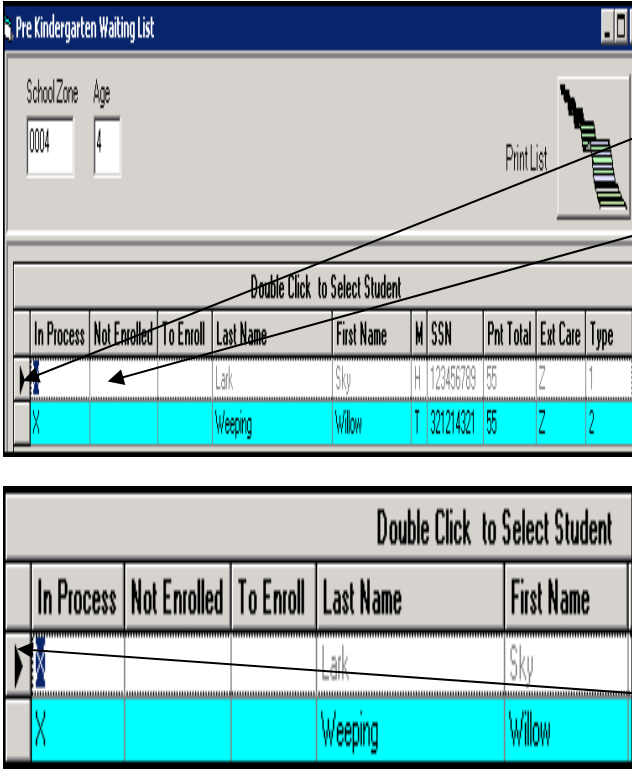


# Genesis

## Enrollment Procedures For PreK- SR (L) and Head Start (H)

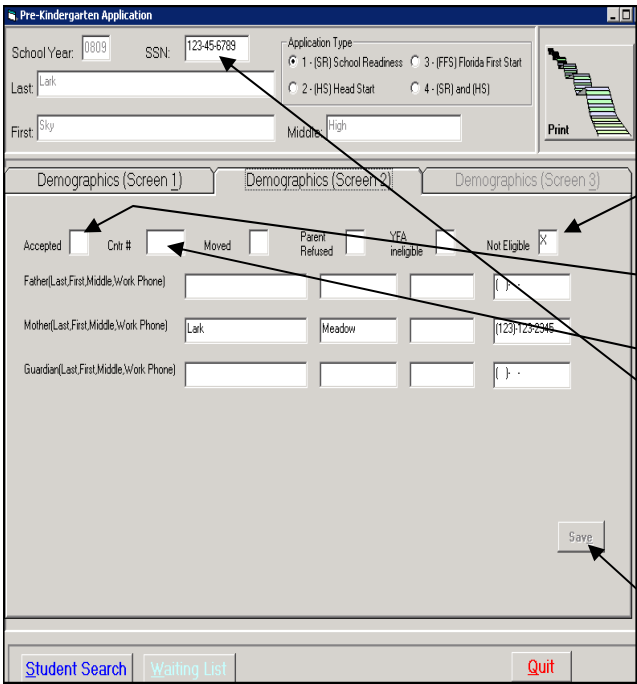
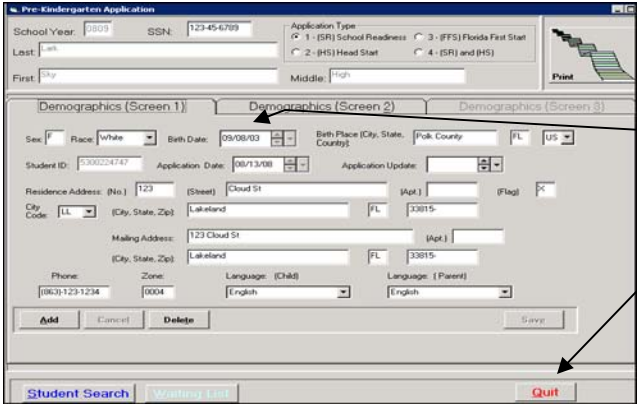
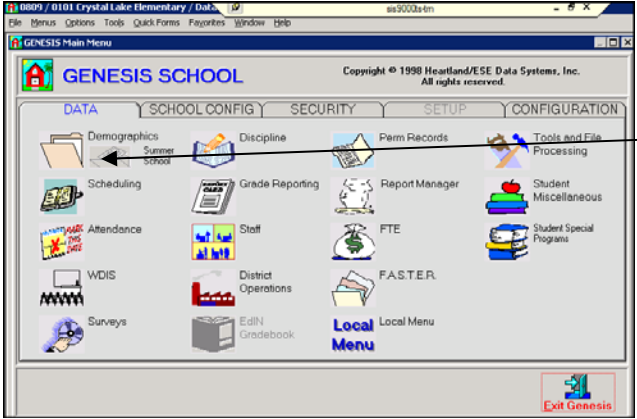
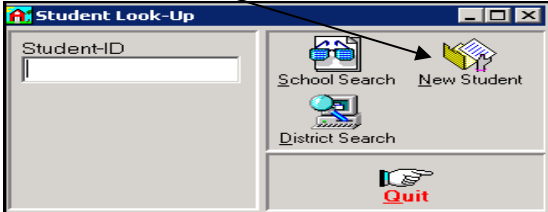
Steps	Screen Displayed	Procedures
1		<p>After logging onto Genesis, the <b>Genesis Main Menu</b> is displayed.</p> <p>Click on the <b>Local Menu</b> icon</p>
2		<p>The <b>Polk County Local Menu</b> is now displayed.</p> <p>Click on the <b>PreK Menu</b> icon</p>
3		<p>The <b>Pre-Kindergarten Menu</b> is now displayed.</p> <p>Click on the <b>Waiting List</b> icon.</p>

## Genesis Enrollment Procedures For PreK- SR (L) and Head Start (H)

Steps	Screen Displayed	Procedures
4		<p>The Pre Kindergarten Waiting List screen is now displayed.</p> <ul style="list-style-type: none"> <li>• <b>School Zone</b> will automatically be filled in with your <b>Center #</b></li> <li>• <b>Type</b> the <b>age</b> of the student in the <b>age</b> field</li> </ul>
5		<p><b><u>IMPORTANT:</u></b></p> <p><b>Type 1 = SR (L)-School Readiness</b>  <b>Type 2= Head Start (H)- HS</b>  <b>Type 3= Florida First Start-FFS</b>  <b>Type 4= SR and HS (School Readiness and Head Start)</b></p>
6		<p><b><u>To Enroll a new student:</u></b></p> <ul style="list-style-type: none"> <li>• Click on the <b>gray box</b> to the left of the appropriate Student's Name to highlight the Student</li> <li>• Press the <b>Tab key</b> until you are in the "To Enroll" space</li> <li>• Mark with an <b>"X"</b> (NOTE: This can only be done for students who have an <b>"X"</b> in the <b>In Process</b> column)</li> </ul> <p><b><u>IMPORTANT:</u></b> If there is not an <b>"X"</b> in the <b>In Process</b> column, call Pre-K at 648-3047 or Ext. 68735 or Head Start at 648-3051 or Ext. 68731 to request an <b>"X"</b></p> <ul style="list-style-type: none"> <li>• <b>Double Click</b> in the <b>gray box</b> to the left of the student you want to enroll</li> </ul>

# Genesis

## Enrollment Procedures For PreK- SR (L) and Head Start (H)

Steps	Screen Displayed	Procedures
7		<p>The <b>Demographics (Screen 2)</b> will automatically appear for the selected student.</p> <p><b>NOTE:</b> If an “X” appears in the <b>Not Eligible</b> box, then contact Pre-K to have it removed</p> <ul style="list-style-type: none"> <li>• Check the <b>Accepted</b> box to make sure it has an “X”</li> <li>• Check the <b>Center #</b> box (make sure it is filled in)</li> <li>• Check the <b>SSN#</b> and <b>Student’s Name</b>; it must match the one you will post on the <b>Demographics screen</b>. (Use SS card and birth certificate) **If it does not contact Pre-K.</li> <li>• Click on the <b>Save</b> button</li> </ul>
8		<p>The <b>Pre-Kindergarten Application (Screen 1)</b> is now displayed.</p> <ul style="list-style-type: none"> <li>• Check the <b>Birth Date</b> to be sure it matches the Birth Certificate</li> <li>• Click on the <b>Quit</b> button</li> </ul>
9		<p>You will now need to return to the <b>Main Menu</b></p> <ul style="list-style-type: none"> <li>• Click on the <b>Demographics</b> icon</li> <li>• Click on the <b>New Student</b> icon</li> </ul> 

## Genesis Enrollment Procedures For PreK- SR (L) and Head Start (H)

Steps	Screen Displayed	Procedures																																																						
<b>10</b>		<p>The <b>New Student Enrollment</b> screen is now displayed.</p> <ul style="list-style-type: none"> <li>Type in the <b>Student's Name</b> as it appears on the Birth Certificate</li> </ul> <p><b><u>IMPORTANT: If a Student does not have a SSN# please refer to Step 11</u></b></p> <p><b><u>If A Student Does Have A SSN#:</u></b></p> <ul style="list-style-type: none"> <li>Type in the <b>SSN #</b>. (Be sure it is exactly the same as on the Pre-K screen.)</li> <li>Type in <b>PK</b> in the <b>Grade</b> field</li> </ul> <p>Type in the proper <b>Code</b> for the <b>PK Agn</b> (PK Assignment)</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>PK Agn</th> <th>Enroll Code</th> <th>Enroll Date</th> <th>Residency</th> <th>Next School</th> <th>Next</th> </tr> </thead> <tbody> <tr style="background-color: #00ffff;"> <td>D</td> <td></td> <td>9/11/2008</td> <td>3</td> <td></td> <td></td> </tr> <tr> <td>H</td> <td></td> <td></td> <td></td> <td></td> <td>PK for Disabled Children</td> </tr> <tr style="background-color: #00ffff;"> <td>L</td> <td></td> <td></td> <td></td> <td></td> <td>Head Start</td> </tr> <tr> <td>M</td> <td></td> <td></td> <td></td> <td></td> <td>School Readiness</td> </tr> <tr style="background-color: #00ffff;"> <td>T</td> <td></td> <td></td> <td></td> <td></td> <td>Migrant Not Enrolled</td> </tr> <tr> <td>V</td> <td></td> <td></td> <td></td> <td></td> <td>Teenage Parent</td> </tr> <tr style="background-color: #00ffff;"> <td>Z</td> <td></td> <td></td> <td></td> <td></td> <td>VPK</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Not Applicable</td> </tr> </tbody> </table> <p><b><u>NOTE:</u></b> After this is complete the student's information will fill in and you will only need to fill in the remaining blank spaces.</p>	PK Agn	Enroll Code	Enroll Date	Residency	Next School	Next	D		9/11/2008	3			H					PK for Disabled Children	L					Head Start	M					School Readiness	T					Migrant Not Enrolled	V					Teenage Parent	Z					VPK						Not Applicable
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## Genesis Enrollment Procedures For PreK- SR (L) and Head Start (H)

Steps	Screen Displayed	Procedures																																																										
11		<p>The <b>New Student Enrollment</b> screen is now displayed.</p> <ul style="list-style-type: none"> <li>• Type in the <b>Student's Name</b> as it appears on the Birth Certificate</li> </ul> <p><b>NOTE:</b> If a Student <b>DOES NOT</b> have a <b>SSN#</b> on the PreK System you may not enter a <b>SSN#</b> on the New Student Enrollment screen</p> <ul style="list-style-type: none"> <li>• Type the <b>Sex</b>, or Click the <b>down arrow</b> and Select the appropriate code, Press <b>Tab</b></li> <li>• Type the <b>Race</b>, or Click the <b>down arrow</b> and Select the appropriate code, Press <b>Tab</b></li> <li>• Type the <b>Date of Birth</b> (MMDDYYYY). (The child's age will display next to the word Age above the field.)</li> <li>• Type in <b>PK</b> in the <b>Grade</b> field</li> </ul> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">Grade</td> <td style="border: 1px solid black; padding: 2px;">PK Agn</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">PK</td> <td style="border: 1px solid black; padding: 2px;"> </td> </tr> </table> </div> <ul style="list-style-type: none"> <li>• Type in the proper <b>Code</b> for the <b>PK Agn</b> (PK Assignment)</li> </ul> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="border: 1px solid black; padding: 2px;">PK Agn</th> <th style="border: 1px solid black; padding: 2px;">Enroll Code</th> <th style="border: 1px solid black; padding: 2px;">Enroll Date</th> <th style="border: 1px solid black; padding: 2px;">Residency</th> <th style="border: 1px solid black; padding: 2px;">Next School</th> <th style="border: 1px solid black; padding: 2px;">Next</th> </tr> </thead> <tbody> <tr> <td style="border: 1px solid black; padding: 2px;"> </td> <td style="border: 1px solid black; padding: 2px;"> </td> <td style="border: 1px solid black; padding: 2px;">9/11/2008</td> <td style="border: 1px solid black; padding: 2px;">3</td> <td style="border: 1px solid black; padding: 2px;"> </td> <td style="border: 1px solid black; padding: 2px;"> </td> </tr> <tr style="background-color: #00FFFF;"> <td style="border: 1px solid black; padding: 2px;">D</td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">PK for Disabled Children</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">H</td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">Head Start</td> </tr> <tr style="background-color: #00FFFF;"> <td style="border: 1px solid black; padding: 2px;">L</td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">School Readiness</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">M</td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">Migrant Not Enrolled</td> </tr> <tr style="background-color: #00FFFF;"> <td style="border: 1px solid black; padding: 2px;">T</td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">Teenage Parent</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">V</td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">VPK</td> </tr> <tr style="background-color: #00FFFF;"> <td style="border: 1px solid black; padding: 2px;">Z</td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;"></td> <td style="border: 1px solid black; padding: 2px;">Not Applicable</td> </tr> </tbody> </table> </div> <p><b>NOTE:</b> After this is complete the student's information will fill in and you will only need to fill in the remaining blank spaces.</p>	Grade	PK Agn	PK		PK Agn	Enroll Code	Enroll Date	Residency	Next School	Next			9/11/2008	3			D					PK for Disabled Children	H					Head Start	L					School Readiness	M					Migrant Not Enrolled	T					Teenage Parent	V					VPK	Z					Not Applicable
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1. This process must be followed so that the parent co-pay payments can be tracked and recorded.
2. Any Questions?? Please feel free to contact the Preschool Programs Office.

**Head Start: 648-3051**

**Pre-K: 648-3047**

**Fax: 648-3050**