

## **Monthly VPK & (SR) School Readiness**

### **Provider Portal Attendance**

#### **Reminders**

- **SR Coalition Approved Holidays:** If you are open on a Coalition approved holiday, you must enter an X instead of the pre-populated H.

#### **Children with a Full Day & School Day Schedule**

**Example:** If you are open on 11/11/16 (Veterans Day) the provider will be paid FT (or the authorized non-school day unit of care). If you are closed the holiday then you will be paid the school day authorized unit of care (PT, PTBA or PTL or authorized unit of care).

#### **Children with a Full Day only Schedule**

**Example:** If you are open on 11/11/16 (Veterans Day) and the child attends you will be paid FT (or the authorized non-school day unit of care). If you are closed on 11/11/16 then you will not be paid FT unless the child attends another DCPS/Private non-school day that month.

- **SR – Attendance Codes:**

- Please mark an X for present.
- E/A for absent.
- N for non scheduled/non-school day (s)
- Enter a T (Terminate) after the child's last day of attendance.

**Example:** 9/30/16 was a child's last day of attendance. You would enter a T on 10/1/16 in the 2016 Oct - School Readiness attendance.

- **SR Disaster:**

D is used for Disaster and the ELC Provider Service department must be notified and approve each providers disaster closures, please call 208-2044 option 2 then option 2.

- **SR – Private Schools:** If you are a private school and do not follow the Duval public school calendar, please submit your school calendar/schedule ASAP to ensure that you're paid correctly. Fax your school schedule/calendar to 394-1235.

- **SR – Child/children not listed on your attendance:** Do you have a parent/child SR certificate? If yes, contact 208-2044 option 2 then option 1.

- **VPK – Attendance Codes:**

- Please enter an X for present or A for absent for every VPK instructional day.
- Please enter an N for every non-instruction day.
- Please enter a T (Terminate) after the child's last day of attendance.

**Example:** 9/30/16 was a child's last day of attendance. You would enter a T on 10/1/16 in the 2016 Oct - VPK attendance.

- **VPK Disaster:**

D is used for Disaster and the ELC Provider Service department must be notified and approve each provider disaster closure, please call 208-2044 option 2 then option 2.

- **VPK Certificates/Enrollment:** On the day a child enrolls in your VPK program you must enter the VPK certificate information on the Provider Portal roster. (Not doing so, will delay payment to a future enrollment start date if a VPK transfer certificate is needed.)

- **VPK – Child/Children not listed on your attendance:** Do you have a parent/child VPK certificate? Did you enter the VPK certificate information into the Provider Portal Roster? If yes, contact 208-2044 option 2 then option 1.