



- Lap-3 Child *Report for the Family*
  - Log into the onlineLAP website:  
<https://online.lap.net>
  - Click on the appropriate classroom from the classroom list
  - Select Child
  - Click on Child Reports
  - Click on *Report for the Family* (Check the box to print for all children if needed.)
  - Select appropriate school year
  - Select all applicable assessment periods
  - Click Generate Report
  - Print Report
- Parent/Teacher Conference Report Form
- Record Release Form
- Emergency Card
- 3. Conduct the Parent/Teacher Conference and perform the following:
  - Provide parents with School Readiness Progress Report updates and maintain in the LAP-3 Booklets.
  - Review the results of any new screenings
  - Review and provide parent with a copy of the ChildPlus Report 3030
  - Obtain Parent and Staff Signatures
  - Provide parents with the Parent Survey. Explain the purpose and procedure.
    - The survey is used to obtain ongoing input from parents regarding program and classroom operations throughout the year.
    - The survey will be left with parent and can be returned anonymously if desired.
  - Review the Lap-3 *Report for the Family* and document that it was provided on the Parent Teacher Conference Report.
  - Review the Emergency Card and make any necessary changes (Refer to Emergency Contact SOP)
  - Complete the Parent Teacher Conference Report.
    - Fill in the appropriate boxes with the child's name, date, etc.
    - List any materials left with the parent, including copies of forms or reports.
    - Solicit parent input, including goals for their child, and document on the form
    - List any necessary follow-up.
    - Document any other comments or concerns.
    - Have both teacher and parent sign the form.
  - Have parent complete the Time Donation Form
    - Fill in the date
    - Enter the status for the parent
    - Enter the center
    - Have parent sign
    - List the time the PT conference began
    - List the time the PT conference ended
    - Enter the total hours of the PT conference
- 4. Submit the Family Survey to the Family Services Manager.
- 5. Compile results of Family Surveys and aggregate data for future use.
- 6. File Family Surveys.

Teacher;  
Assistant

During the first conference

Teacher;  
Assistant  
Family Services  
Manager  
Family Services  
Manager

After the conference

Upon Receipt

After review

<p>7. Include the Time Donation Form in the monthly In-Kind</p> <p>8. Enter the P/T Conference documentation into ChildPlus</p> <ul style="list-style-type: none"> <li>- Log in to ChildPlus</li> <li>- Click on Services</li> <li>- Search for and select the necessary child</li> <li>- Click on Education</li> <li>- Select 2<sup>nd</sup> P/T Conference Report</li> <li>- Enter PIR Date</li> <li>- Select Complete</li> <li>- Enter Description</li> <li>- Click the clock to insert date and user.</li> <li>- Enter any pertinent information</li> </ul> <p>9. Scan the forms listed above in ChildPlus</p> <ul style="list-style-type: none"> <li>• Parent/Teacher Conference Report</li> <li>• Record Release Form</li> <li>• Log into ChildPlus</li> <li>• Click on Services</li> <li>• Search for and select the necessary child</li> <li>• Click on Education</li> <li>• Click on the Attachment Icon at the top of the screen</li> <li>• Click Add Attachment at the bottom</li> <li>• Click Browse</li> <li>• Find Scanned Documents</li> <li>• Under Attachment Type, choose Parent/Teacher Conference</li> <li>• Under Description indicate Second Parent/Teacher Conference</li> <li>• Click OK</li> </ul>	<p>Teacher; Assistant Teacher</p>	<p>Upon Receipt Following review</p>
<p>10. File the scanned forms in the child's Yellow file. (Maintained in Classroom)</p>	<p>Teacher, Assistant Teacher, Assistant Area Coordinator and Education Manager</p>	<p>When Complete After inputting</p>
<p>11. Review and maintain a checklist system to ensure each family participated in a P/T Conference.</p>		<p>Ongoing</p>