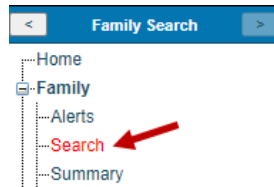


KinderTrack - Adding a Child Record

- A** Press **Search** under **Family**.



- B** Select the **Family** radio button.

Select: ☐ Parent ☐ Child ☒ Family

- C** Enter your desired search criteria.

Select: ☐ Parent ☐ Child ☒ Family

Last Name: Child SSN:
 Phone: Family ID:
 City: State: Case Number:
 Zip Code: Ext.: Family Status:
 County: Family Type:
 Worker: Providers:
 Program: Family Flags:
 Recertification Date:
 Recertification End Date:
 Missing Documentation: ☐
 District:
 Unassigned Case: ☐
 On Appeal: ☐

- D** Press **Search**.

Search

- E** The families who meet the search criteria are displayed in the **Search Results**. Click on the summary in the **Summary** column.

Search Results: 1 item found Options

	Summary	Case Number	Family Name	Parent Name
<input type="checkbox"/>	Summary (9) ←		Stark	Stark, Jill
1				

- F** Press the **Add Child** button.

Child:

- G** Enter the child's information in all the required fields marked by a **red asterisk (*)** and any other information/notes needed.

Family: Stark (Open) (9)
 Family ID: 9
 Case Number:
 Select Child:
 *Effective Date: 8/10/2023

*Last Name: Stark CIN:
 *First Name: Jane Foreign Key 2:
 Middle Initial: Foreign Key 3:
 SSN: Gender:
 *Birth Date: 1/11/2017 *Sex: Female
 Child Age: 6 years 6 months *Status: Active
 Grade: 2 Enrollment Status:
 Flags: Kindergarten Date:
 Relationship:

Child Has a Disability: ☐ Yes ☐ No ☒ Unknown
 Child Deemed Eligible for Special Needs Rate: ☐
 SSN Status:
 Hispanic/Latino: ☐ Yes ☐ No ☒ Unknown
 White: ☐ Yes ☐ No ☒ Unknown
 Black or African American: ☐ Yes ☐ No ☒ Unknown
 Asian: ☐ Yes ☐ No ☒ Unknown
 American Indian or Alaskan Native: ☐ Yes ☐ No ☒ Unknown
 Hawaiian or Pacific Islander: ☐ Yes ☐ No ☒ Unknown
 Citizen Information:
 Student Status:
 Marital Status:
 EL Code:

Note:

- H** Press **Save**.

Save