

# ELN Data Fields Form

## Child and Family Information

**Instructions:** This form is designed to give programs information on all the data that is being captured in the Early Learning Network (ELN). Programs may use this form to collect information from families or may use it to adapt current program forms. Please capture the Child and Family Information in the fields provided below. Please use one form per Child to collect this information.

Fields marked with an \* are required.

**Please note:** This document contains sensitive personally identifiable information. Please handle / store this information carefully.

Location Name: \_\_\_\_\_

### Child Demographics Information

Last Name:\* \_\_\_\_\_ MI: \_\_\_\_\_ First Name\*: \_\_\_\_\_

Suffix: \_\_\_\_\_ (Jr., Sr., I, II, etc.)

Ethnicity:\*  Hispanic  Non-Hispanic  Unknown

Race:\* (Select all that apply)

- American Indian or Alaskan
- Asian
- Black or African American
- White
- Native Hawaiian or Pacific
- Unknown
- Other

Gender:\*  Female  Male

Date of Birth:\* \_\_\_\_\_

Child's Social Security Number: \_\_\_\_\_-\_\_\_\_-\_\_\_\_

Programs this child is enrolled in this location: (Select all that apply)

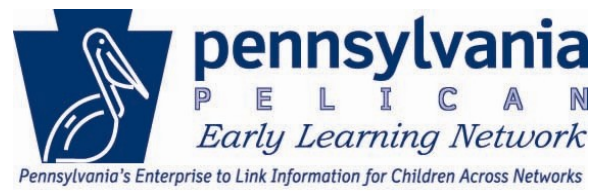
- Head Start State Supplemental Assistance Program
- PA Pre-K Counts
- School District Pre-K
- Keystone STARS
- Other

**SSN Note:** SSN is optional and is only used for the Child Clearance process. Enter all 9 digits or leave the field blank. If you do enter all 9 digits, only the last 5 digits will show in this field. All other digits will be masked.

Is English the 1<sup>st</sup> language for the Child?:  Yes  No

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**Please note:** First, complete the Legal Guardian Information for the guardian who resides at the primary residence of the child. All other guardians may also be entered. Copy pages as needed.

### Legal Guardian Information

Last Name:\* \_\_\_\_\_ First Name:\* \_\_\_\_\_ MI: \_\_\_\_\_

Suffix: \_\_\_\_\_ (Jr., Sr., I, II, etc.)

Gender:\*  Female  Male

Relationship to Child:

Father  Mother  Grandparent  Guardian  Other

Secondary Relationship to Child:

Biological  Foster  Adoptive  Step Parent  Other

Role:

- |  |  |
|--|--|
| <input type="checkbox"/> Primary Guardian    | <input type="checkbox"/> Representative Payee      |
| <input type="checkbox"/> Secondary Guardian  | <input type="checkbox"/> Personal Guardianship     |
| <input type="checkbox"/> Legal Guardian      | <input type="checkbox"/> Substitute Decision Maker |
| <input type="checkbox"/> Caregiver           | <input type="checkbox"/> Child Care Worker         |
| <input type="checkbox"/> Support Team Member | <input type="checkbox"/> Case Worker               |
| <input type="checkbox"/> Power Of Attorney   | <input type="checkbox"/> Primary Care Physician    |
| <input type="checkbox"/> Living Will         | <input type="checkbox"/> Specialist                |
| <input type="checkbox"/> Fiscal Guardianship | <input type="checkbox"/>                           |

Address Line 1:\* \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City:\* \_\_\_\_\_ State:\* \_\_\_\_\_

Zip Code:\* \_\_\_\_\_

County:\* \_\_\_\_\_

School district of Residence:\* \_\_\_\_\_

Check here if the School District of Residence is out of state.

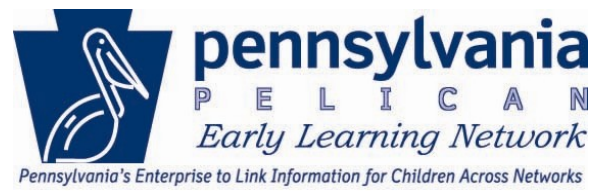
Send Correspondence to this legal guardian

Primary address of the child

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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### Child Enrollment Information

Complete the following table for each of the classrooms in which the child is enrolled.

Classroom Session Name*	Physical Room*	Classroom Session Begin Date*	Classroom Session End Date	Program (Select all that apply) - Head Start - PA Pre-K Counts - School District Pre-K - Keystone Stars - Other	Sub Program* (Options depend on Program selection) - Early Head Start - Head Start- (Pre-School) -PA-Pact- ACT -PA-Pact- ABG -Title I -Child Care -Keystone Stars -School District Pre-K -PA Pre-K Counts -N/A	Funding Source* (Options depend on Program selection) - Child Care Works Subsidy -No Child Care Works Subsidy -Federal -State- OCDEL -State-Pass Through/AR RA -Both State and Federal -Local	-Days per week  -Days per month	-Hours per week  -Hours per month	Schedule* (Select one) -Full Day -Half Day