



Education Info – IL Job Aid

The *Education Info* screen allows users to document the Youth's Educational information for K-12 and Post Secondary as well as any DHS Consents that have been signed. Transition Planners, 412 Youth Zone workers, Educational Liaisons and YVLifeSet workers can edit the K-12 tab but only Educational Liaisons and YVLifeSet staff can document in the *Post Secondary* and *DHS Consent* tabs. At this time the School District data-sharing feed is not connected to the Synergy system. All information on this screen must be entered by the users.

Education Info

The screenshot shows the 'Education Info' form with the 'K-12' tab selected. The form is divided into three main sections:

- School Information:** Contains fields for 'Enrollment Date' and 'Withdrawal Date'.
- Enrollment/Attendance:** Contains fields for 'Days of Enrollment', 'Current Year Attendance Rate', 'PPHS Promise Attendance', and 'Total Days of Suspension'.
- Absence/Suspension:** Contains a table with columns for 'Date', 'Type', 'Excused/Unexcused', and 'Notes'. The table is currently empty, displaying 'No data available in table'.

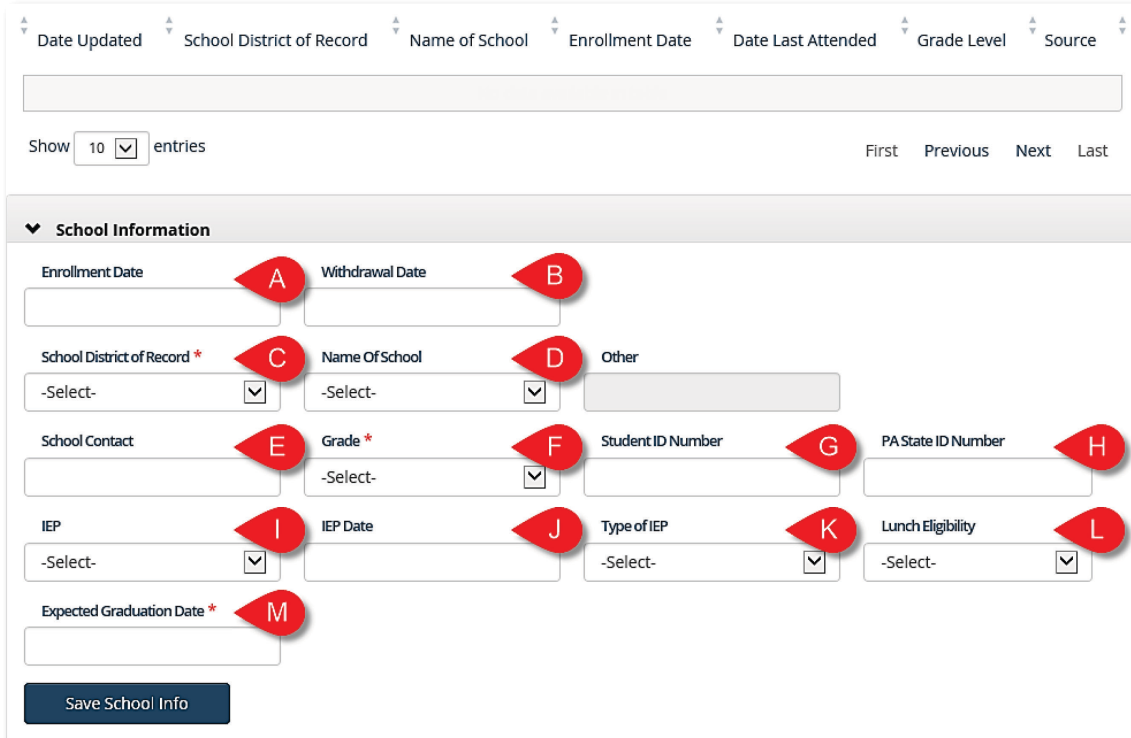
At the bottom of the form is a 'Save' button.

Navigation

- From the **Dashboard**: Locate the desired Referral and click on the *Referral ID* to bring the Referral into focus.
 - Click on the **Education Info** tile.
- The **Previous** and **Next** buttons can be used to navigate up or down one screen within the Left Navigation tiles.

K-12: School Information

1. *School Information*: The *K-12 School* grid contains a list of all documented K-12 schools for the Youth.



The screenshot shows a web form titled "School Information" with various input fields. Red callout letters A through M are placed over specific fields to indicate where information should be entered:

- A**: Enrollment Date
- B**: Withdrawal Date
- C**: School District of Record *
- D**: Name Of School
- E**: School Contact
- F**: Grade *
- G**: Student ID Number
- H**: PA State ID Number
- I**: IEP
- J**: IEP Date
- K**: Type of IEP
- L**: Lunch Eligibility
- M**: Expected Graduation Date *

At the bottom of the form is a "Save School Info" button.

- a. *Enrollment Date*: Enter the date of enrollment for this school.
- b. *Withdrawal Date*: If applicable, enter the withdrawal date for this school.
- c. *School District of Record*: Select the Youth's school district of record from the drop-down. If the school district is not listed, select "Other".
- d. *Name Of School*: Select the name of the Youth's school from the drop-down. If the Youth's school is not listed, select "Other" and enter the name of the school in the *Other* field.
- e. *School Contact*: Enter the name of the school contact person for the Youth.
- f. *Grade*: Select the Youth's grade from the drop-down.
- g. *Student ID Number*: Enter the Youth's Student ID number for this school.
- h. *PA State ID Number*: Enter the Youth's PA State ID number.
- i. *IEP*: Select "Yes" or "No" from the drop-down





- j. *IEP Date*: If applicable, enter the date of the Youth's IEP.
- k. *Type of IEP*: If applicable, select the type of IEP from the drop-down.
- l. *Lunch Eligibility*: Select the Youth's type of lunch assistance eligibility from the drop-down.
- m. *Expected Graduation Date*: Enter the expected graduation date for the Youth.

2. Click **Save School Info** to save the information entered in the *School Information* pane to the *K-12 School* grid.

NOTE: In order to document the *PSSA Result*, *GPA*, *Enrollment/Attendance*, and/or *Absence/Suspension* panes a School Record must first be selected from the *K-12 School* grid. After these panes have been documented for the selected School Record click **Save** at the bottom of the screen to save the information entered.

3. Deleting a School Record:

Date Updated	School District of Record	Name of School	Enrollment Date	Date Last Attended	Grade Level	Source	
01/16/2017	PINE-RICHLAND SD	PINE-RICHLAND HS	01/02/2017			IL	
Show 10 entries							
First Previous 1 Next Last							

- a. Click the Delete Icon [] to the right of the School Record in the *K-12 School* grid. A *Confirm Delete* pop-up will appear:

Confirm Delete

Clicking Yes will delete this record.
Are you sure you want to proceed?

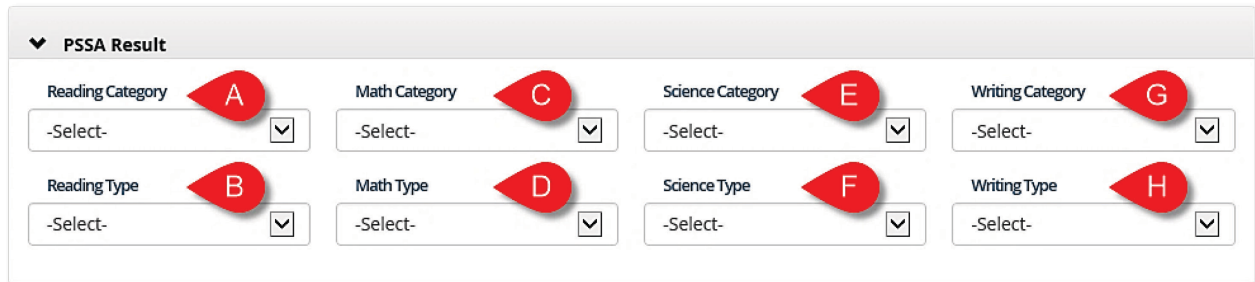
Yes **No**

Clicking **Yes** will delete the School Record.

Clicking **No** will cancel the action and the School Record will not be deleted.

K-12: PSSA Result

1. PSSA Result:



The screenshot shows a form titled "PSSA Result" with eight dropdown menus arranged in two rows of four. Each dropdown menu is labeled with a red callout letter (A through H) pointing to it. The labels are: Reading Category (A), Math Category (C), Science Category (E), Writing Category (G) in the top row, and Reading Type (B), Math Type (D), Science Type (F), Writing Type (H) in the bottom row. Each dropdown menu currently displays "-Select-" and has a downward arrow icon.

- a. *Reading Category*: Select the Reading Category level from the drop-down.
- b. *Reading Type*: Select the Type of Reading assessment from the drop-down.
- c. *Math Category*: Select the Math Category level from the drop-down.
- d. *Math Type*: Select the Type of Math assessment from the drop-down.
- e. *Science Category*: Select the Science Category level from the drop-down.
- f. *Science Type*: Select the Type of Science assessment from the drop-down.
- g. *Writing Category*: Select the Writing Category level from the drop-down.
- h. *Writing Type*: Select the Type of Writing assessment from the drop-down.

K-12: GPA

1. GPA

▼ GPA

GPA

Weighted GPA

GPA Q1

GPA Q2

GPA Q3

GPA Q4

- GPA*: Enter the overall GPA.
- Weighted GPA*: Enter the overall Weighted GPA
- GPA Q1*: Enter the Youth's GPA for the first quarter of the school year.
- GPA Q2*: Enter the Youth's GPA for the second quarter of the school year.
- GPA Q3*: Enter the Youth's GPA for the third quarter of the school year.
- GPA Q4*: Enter the Youth's GPA for the fourth quarter of the school year.

K-12: Enrollment/Attendance

1. Enrollment/Attendance:

▼ Enrollment/Attendance

Days of Enrollment

Current Year Attendance Rate

PPHS Promise Attendance

Total Days of Suspension

Days of Excused Absence

Days of Unexcused Absence

Days of Excused Tardy

Days of Unexcused Tardy

In School # of incidents

Out of School # of incidents

In School # of days

Out School # of days

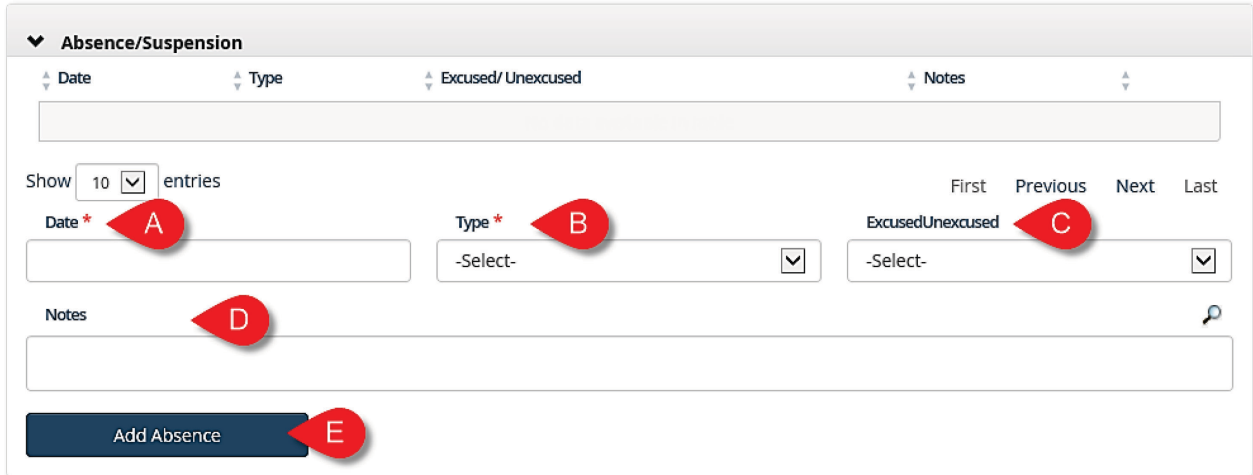
- Days of Enrollment*: Enter the number of days the Youth has been enrolled in the school.
- Current Year Attendance Rate*: Enter the Youth's current rate of attendance.



- d. *PHHS Promise Attendance*: Enter the Youth's Pittsburgh Public High School (PPHS) Promise program attendance.
- e. *Total Days of Suspension*: If applicable, enter the total number of days the Youth has been suspended.
- f. *Days of Excused Absence*: If applicable, enter the total number of days of the Youth's Excused Absences.
- g. *Days of Unexcused Absence*: If applicable, enter the total number of days of the Youth's Unexcused Absences.
- h. *Days of Excused Tardy*: If applicable, enter the total number of days of the Youth's Excused Tardies.
- i. *Days of Unexcused Tardy*: If applicable, enter the total number of days of the Youth's Unexcused Tardies.
- j. *In School # of Incidents*: If applicable, enter the total number of Incidents of In School Suspension the Youth has had.
- k. *Out of School # of Incidents*: If applicable, enter the total number of Incidents of Out of School Suspension the Youth has had.
- l. *In School # of Days*: If applicable, enter the total number of days the Youth has spent in In School Suspension.
- m. *Out of School # of Days*: If applicable, enter the total number of days the Youth has spent in Out of School Suspension.

K-12: Absence/Suspension

1. *Absence/Suspension*: If applicable, enter the dates and details of the Youth's absences and suspensions in this pane.



The screenshot shows the 'Absence/Suspension' form. It includes a header with columns: Date, Type, Excused/Unexcused, and Notes. Below the header is a table with a 'Show 10 entries' dropdown. The form has several input fields: a 'Date' field (callout A), a 'Type' dropdown (callout B), an 'Excused/Unexcused' dropdown (callout C), and a 'Notes' text area (callout D). At the bottom is an 'Add Absence' button (callout E).


- a. *Date*: Enter the Date of the Absence or Suspension
- b. *Type*: Select the type of Absence or Suspension from the drop-down.
- c. *Excused/Unexcused*: If the Type is a type of absence, select whether the absence was "Excused" or "Unexcused" from the drop-down.
- d. *Notes*: If applicable, enter notes regarding the Absence or Suspension.
- e. Click **Add Absence** to add the Absence or Suspension to the *Absence/Suspension* grid.

2. Deleting an Absence or Suspension:

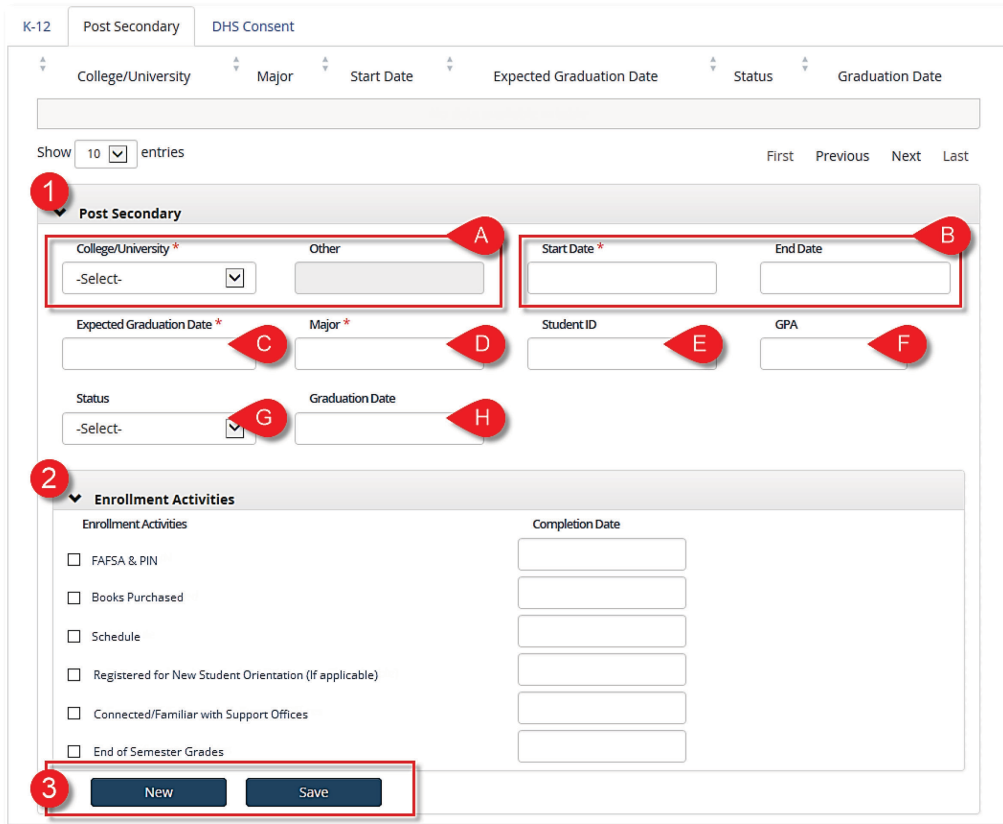


Date	Type	Excused/Unexcused	Notes
02/01/2017	Absences	Excused	

Callout A points to the delete icon (trash can) at the end of the row.

- a. Click the Delete Icon [] to the right of the Absence or Suspension in the *Absence/Suspension* grid.
A *Confirm Delete* pop-up will appear: clicking **Yes** will delete the Absence or Suspension.
Clicking **No** will cancel the action and the Absence or Suspension will not be deleted.

Post Secondary



The screenshot shows a web form for documenting post-secondary education. It includes a header with tabs for 'K-12', 'Post Secondary', and 'DHS Consent'. Below the header are filters for 'College/University', 'Major', 'Start Date', 'Expected Graduation Date', 'Status', and 'Graduation Date'. A 'Show 10 entries' dropdown and pagination links ('First', 'Previous', 'Next', 'Last') are also present. The main form is divided into two sections: 'Post Secondary' (labeled with a red circle 1) and 'Enrollment Activities' (labeled with a red circle 2). The 'Post Secondary' section contains fields for 'College/University' (with a dropdown and a red circle A), 'Other' (text input), 'Start Date' (text input with a red circle B), 'End Date' (text input), 'Expected Graduation Date' (text input with a red circle C), 'Major' (text input with a red circle D), 'Student ID' (text input with a red circle E), 'GPA' (text input with a red circle F), 'Status' (dropdown with a red circle G), and 'Graduation Date' (text input with a red circle H). The 'Enrollment Activities' section has a table with checkboxes for 'FAFSA & PIN', 'Books Purchased', 'Schedule', 'Registered for New Student Orientation (if applicable)', 'Connected/Familiar with Support Offices', and 'End of Semester Grades', each with a corresponding 'Completion Date' text input. At the bottom, there are 'New' and 'Save' buttons (labeled with a red circle 3).

1. Post Secondary: Each Semester should be documented in its own line in the grid.
 - a. *College/University*: Select the name of the Youth's College/University from the drop-down. If the Youth's school is not listed, select "Other" and enter the name of the school in the *Other* field.
 - b. *Start Date and End Date*: Enter the Start Date of the Semester and, if the Semester is completed, the End Date.
 - c. *Expected Graduation Date*: Enter the Youth's Expected Date of Graduation.
 - d. *Major*: Enter the Youth's Major.
 - e. *Student ID*: Enter the Youth's Student ID for this school.
 - f. *GPA*: Enter the Youth's GPA.
 - g. *Status*: Select the Status from the drop-down.
 - h. *Graduation Date*: If applicable, enter the Youth's Date of Graduation.



2. **Enrollment Activities:** These Enrollment Activities apply to the Semester that is documented in the *Post-Secondary* section above and will need to be completed for each documented Semester. Check the checkbox next to all of the completed Enrollment Activities. For each checked item enter a *Completion Date*.
3. Click **Save** to save the Semester's information. Click **New** to add another Semester's documentation to the *Post Secondary* Grid.


DHS Consent

1. **Consent Details**: Document signed DHS 200 forms in this tab. Completed forms can be scanned and uploaded in to the **Documents Folder** screen.

The screenshot shows the 'DHS Consent' tab in a web application. At the top, there are tabs for 'K-12', 'Post Secondary', and 'DHS Consent'. Below the tabs, there are fields for 'School District of Record' (PPS), 'Start End' (1/2/2017), and 'End Date'. A 'Show' dropdown is set to '10' entries. Below this is a 'Consent Details' section with the following fields: 'Type of Consent' (dropdown, labeled A), 'Level of Consent' (dropdown, labeled B), 'Start Date' (text input, labeled C), 'End Date' (text input), 'DHS 200 Completed & Scanned' (checkbox, labeled F), 'School District' (dropdown, labeled G), 'Other' (text input), 'Reason to End Date' (dropdown, labeled H), 'Comment' (text area, labeled I), and a 'Save' button.

- a. **Type of Consent:** Select the type of Consent from the drop-down.
- b. **Level of Consent:** Select the level of Consent from the drop-down.
- c. **Start Date and End Date:** Enter the Start Date of the Consent and, if applicable, the End Date.



- d. *DHS 200*: Once the Consent has been completed and scanned, check the DHS 200 Completed & Scanned checkbox.
 - e. *School District*: Select the Youth's School District from the drop-down. If the School District is not listed, select "Other", and enter the name of the School District in the *Other* field.
 - f. *Reason to End Date*: If the Consent has been end dated, select the reason for the end date from the drop-down.
 - g. *Comment*: If applicable, enter comments about the Consent.
2. Click  to save the *Consent Details* to the *DHS Consent* grid.

For more information...

For assistance, please contact the Allegheny County Service Desk at ServiceDesk@AlleghenyCounty.US or call 412-350-HELP (4357). Select Option 2 for the DHS Service Desk.

To access iService, go to: <https://servicedesk.alleghenycounty.us>

This and other Job Aids can be found at: <http://s3.amazonaws.com/dhs-application-support/index.htm>