## Create Classrooms for transferring child records Tip Sheet
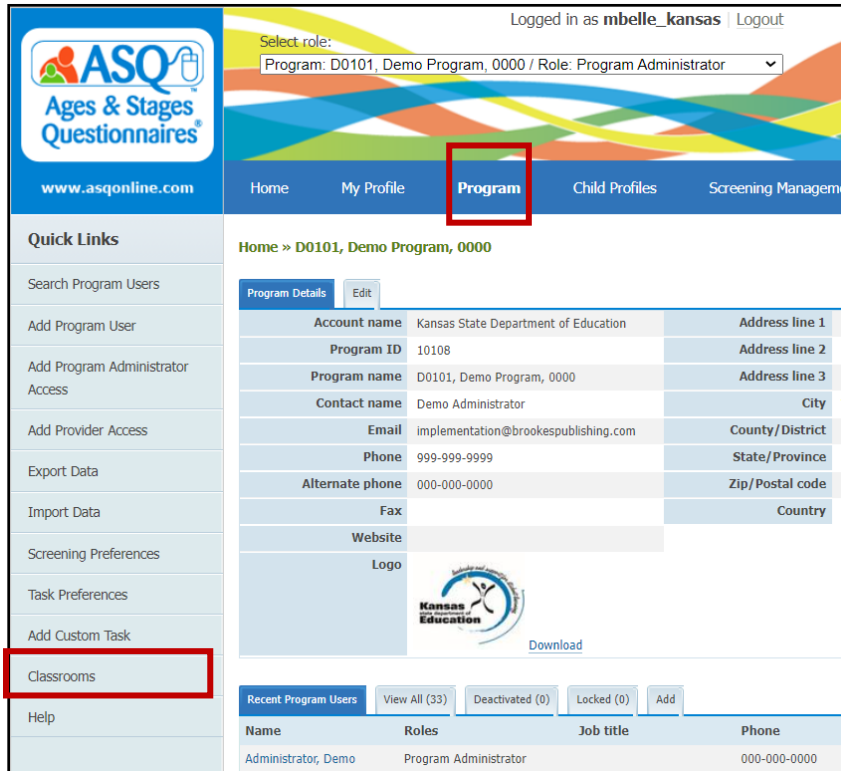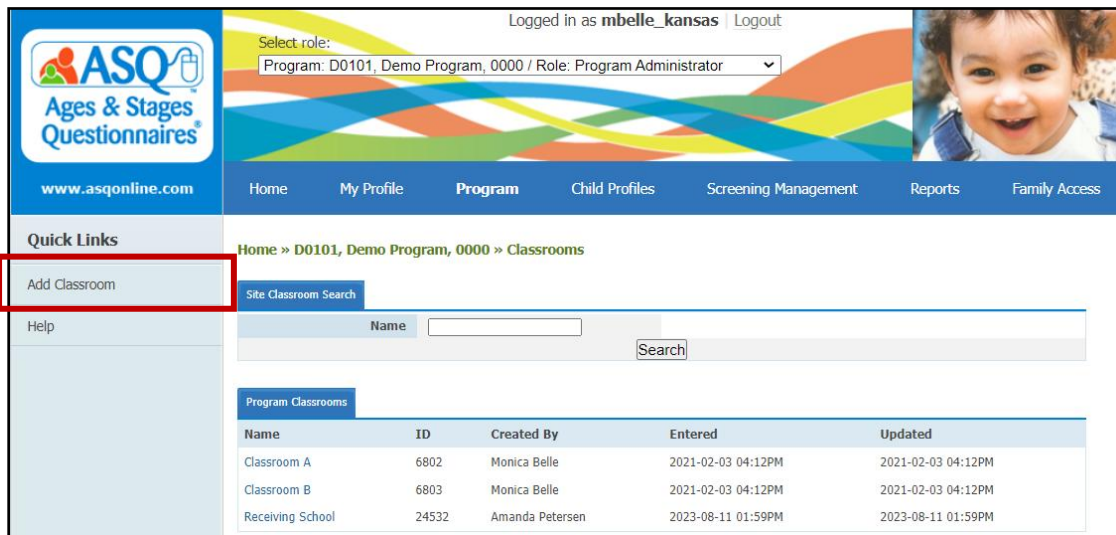
1. Select *Program* from the main navigation and select the *Classrooms Quick Link*.



2. Select *Add Classroom* from the left navigation.

3. For the Name enter "TRANSFER TO [insert name of the program/building that children will be transferred to]". Click *Save*.
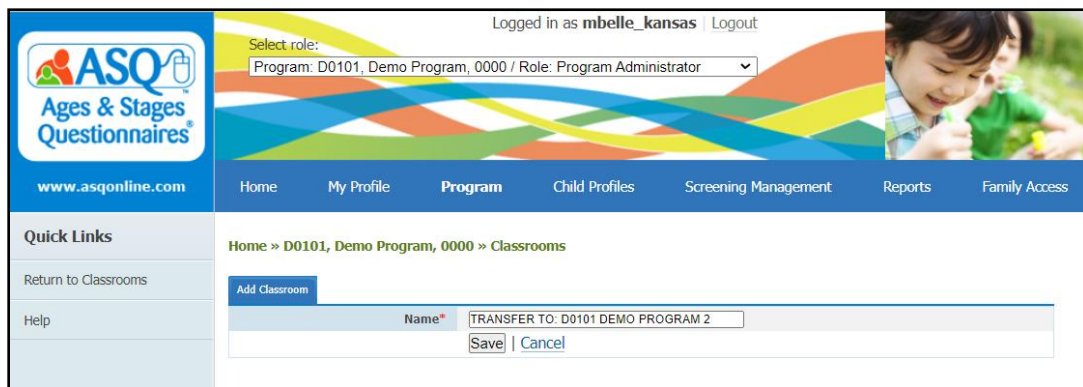


4. Select the *Assign/Unassign Children* tab.
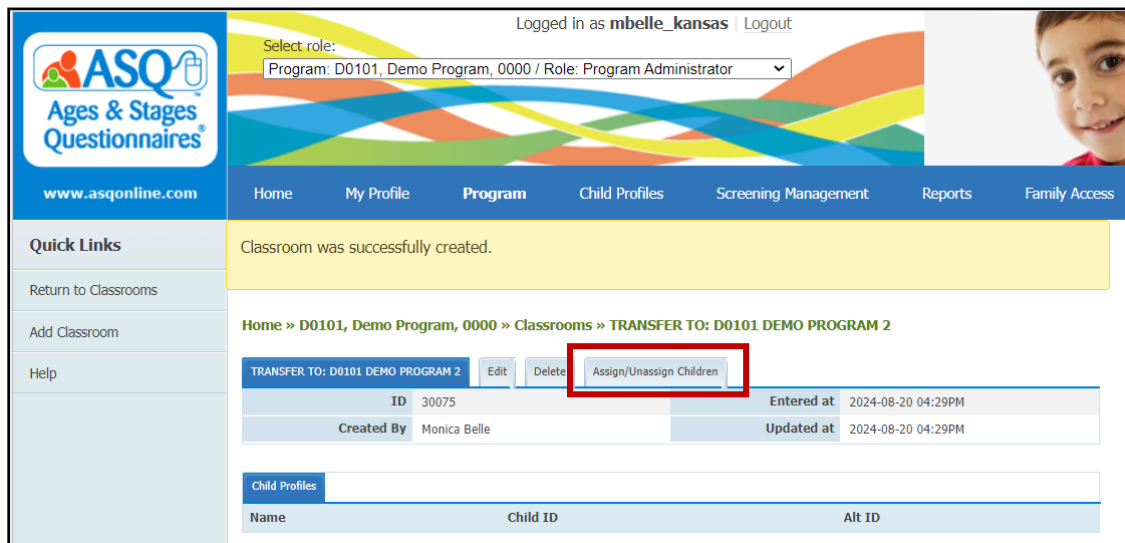


5. Click the checkbox next to the children to add them to the classroom. Click *Save*.

6. Double-check to make sure the children have been assigned to the appropriate classroom. You can review the *Child Profiles* tab under the classroom name or generate the *Child Profile List* report and select the Classroom name as part of the report criteria.

**Logged in as mbelle_kansas** | Logout

Select role:
Program: D0101, Demo Program, 0000 / Role: Program Administrator ▼

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Home | My Profile | Program | Child Profiles | Screening Management | **Reports** | Family Access

**Quick Links**

Help

**Home » Reports**

Available Reports | Recent Reports

**Report name (Hover report name to view a description of the report)**

Child Profiles

**Quick Links**

Help

**Home » Reports » Child Profiles**

Child Profiles Report

| | |
|---|---|
| **Status** | All ▼ |
| **Program(s)** (To select multiple programs, Ctrl + click [Mac: command + click]) | All / D0101, Demo Program, 0000 |
| **Provider(s)** (To select multiple providers, Ctrl + click [Mac: command + click]) | All / Administrator, Demo / Belle, Monica / Borntrager, Darby / Clarke, Stacy |
| **Classroom(s)** (To select multiple classrooms, Ctrl + click [Mac: command + click]) | All / D0101, Demo Program, 0000 - Classroom A / D0101, Demo Program, 0000 - Classroom B / D0101, Demo Program, 0000 - Receiving School / **D0101, Demo Program, 0000 - TRANSFER TO: D0101 DEMO PROGRAM 2** |
| **Include all child profile fields** | ☐ |
| **Include child profile custom fields** | ☐ |
| **Include all caregiver profile fields** | ☐ |
| **Include caregiver profile custom fields** | ☐ |
| **Child dob range** Format: yyyy-mm-dd | ▢ to ▢ |
| **Child profile last updated range** Format: yyyy-mm-dd | ▢ to ▢ |
| **Child profile created range** Format: yyyy-mm-dd | ▢ to ▢ |

Generate Report



**Child Profiles**

| Last Name | First Name | Middle Name | Child ID | Alt. ID | Classroom | DOB | City | State | Program Name | Status | Date Created | Date of last update |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Clarke | Annie | | 5608861 | | TRANSFER TO: D0101 DEMO PROGRAM 2 | 2022-07-18 | Topeka | Kansas | D0101, Demo Program, 0000 | Active | 2023-12-26 | 2024-08-20 |
| Clarke | Gus | Fluffy | 5563799 | | TRANSFER TO: D0101 DEMO PROGRAM 2 | 2020-10-01 | Topeka | Kansas | D0101, Demo Program, 0000 | Active | 2023-11-22 | 2024-08-20 |
| Clarke | Miley | Lyn | 5766763 | | TRANSFER TO: D0101 DEMO PROGRAM 2 | 2018-08-01 | Topeka | Kansas | D0101, Demo Program, 0000 | Active | 2024-03-25 | 2024-08-20 |

Generated by: Belle, Monica, 2024-08-20 04:32PM

7. Once you confirmed the data, send an email to Amanda Petersen (apetersen@ksde.org) ), Stacy Clarke (sclarke@ksde.org), and Beccy Strohm (bstrohm@ksde.org) to share the name of the program/building that currently has children who need to transfer.

You do not need to email a spreadsheet with a list of the children or include child name/identifying information in the emailKSDE will be able to generate reports from ASQ Online and process the transfers.

Example Email:

| To | Amanda Q. Petersen <apetersen@ksde.org> ✕   Stacy Clarke <sclarke@ksde.org> ✕ |
|----|---|
| Cc | |

Transfer Request

Hi Amanda and Stacy.

I am providing the program and classroom to transfer 13 child records.

Program: D0101, Demo Program, 0000
Classroom Name: TRANSFER TO: D0101 DEMO PROGRAM 2

Thanks,

Monica

| To | ✓ Amanda Petersen ✕    ✓ Stacy Clarke ✕ |
| --- | --- |
| | ✓ Beccy Strohm ✕ |

| Cc | |
| --- | --- |

USD 000 Transfer Request

Hi Amanda, Stacy, and Beccy,

Program D0101, Demo Program, 0000 includes children who need to be transferred to other buildings.

Thanks,

Monica