

CHILD INFORMATION FORM
The California School Age Families Education (Cal-SAFE) Program
INSTRUCTIONS (v3 Sept 09)

LATEST: Changes from v2 to v3: Removed references to 2008-09, added instructions about only needing to complete *d items for children of Returning students, added new FAQs. PREVIOUS: Changes from v1 to v2: Caution added to make sure student ID and agency code are correct before pressing Submit button, clarification under Item #3 as to the child's ID when both mother and father are in the Cal-SAFE Program, and addition of FAQ section.

| Item # | Item Name | Definitions & Instructions |
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| | | <p>After you have completed the Student Enrollment Form to enroll the new or returning student in your Cal-SAFE Program, you should complete a Child Information Form for each child the student has birthed or fathered, at any time in the past. In the case of multiple births, you will need to complete a Child Information Form for each child. (Please note that many of the items on this current Child Information Form used to be Part III of the old GradStar Student Enrollment Form.)</p> <p>For a child of a NEW student, you will need to complete the entire form. You will also need to complete a Child Information Form each year on the children of RETURNING students. However, for a child of a RETURNING student, you only need to complete the mandatory fields, those marked with an *. All other fields are optional.</p> <p>NOTE: Questions marked with an asterisk (*) are REQUIRED and must be answered.</p> |
| | Student (Parent) Name | For confidentiality purposes, no student names should be entered into the state-wide data system. Rather, you will need to (1) complete the form online, (2) review it for accuracy, (3) PRINT a hard copy for your files, (4) click the Submit button, and then (5) hand write the student's name on the hard copy. |
| 1 | 1. *Is this a CORRECTION of a CHILD INFORMATION Form previously completed during this academic year? | <p>This is a REQUIRED field. Select NO if you have not previously entered this form for this student into the data system during the current academic year.</p> <p>Select YES if you have previously submitted this form (during the current academic year) for this student and child and now realize that you made a mistake and need to make a correction. If you are making a correction, you will need to complete the ENTIRE form including the field(s) you wish to correct/change. The Data Manager will then delete the previously completed form and substitute this one into the system.</p> <p>Because making a change/correction is so time consuming, we highly suggest that you review for accuracy your answers on the computer screen and make changes then BEFORE you hit the Submit button. Furthermore, we suggest that you submit a change form only if you have IMPORTANT new information on the student or child. By "important," we mean information that answers a required question, one marked with an *</p> |

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| 2 | 2. *Student (PARENT) ID Number | This is a REQUIRED field. Enter the Student ID Number. You should use the student's ID number assigned by the district's Student Information Management System or you can assign an ID number for use within your agency. Please keep in mind that the ID number MUST be UNIQUE to the student within your agency and should remain the same throughout the time the student is enrolled in your Cal-SAFE Program. If the student withdraws from your Cal-SAFE Program and then reenrolls in your agency's Cal-SAFE Program at a later date, you should use the same, unique student ID number for the student. However, if you receive a student from another Cal-SAFE Program in the state, you do not need to use the student ID number assigned by that Cal-SAFE Program. The student ID number simply needs to be unique within your own agency. Also please double check that the student's ID number is entered correctly before submitting this form to the online GradStar Database. |
| | Child's Name | For confidentiality purposes, no child's name should be entered into the state-wide data system. Rather, you will need to (1) complete the form online, (2) review it for accuracy, (3) PRINT a hard copy for your files, (4) click the Submit button, and then (5) hand write the child's name on the hard copy. |
| 3 | 3. *Child's ID number | This is a REQUIRED field. Please type into the box the child's ID number. Create the child's ID number by using the student's ID number and then adding 01 if this is the student's 1st child, 02 for 2nd child, etc. Thus, if the student's ID number is 123345, the child's ID number would be 12334501. If both the child's mother and father are in your agency's Cal-SAFE Program, you can tie the child's ID to the mother's ID OR the father's ID, but not to both. You should enter the child ONLY ONCE into the Child Care Enrollment database. |
| 4 | 4. Date When Form Completed | Using the drop down menus, enter the date this form (Child Information) was completed. Generally, it will be the date when the agency staff person gathered the information on the child. This means that if the agency staff member completed a paper version of the Child Information Form on Sept 5, but the information was not keyed into the online form until Sept 12, the date in this field would be Sept 5 and not Sept 12. |
| 5 | 5. *Agency code | This is a REQUIRED field. Type in your 7 digit Agency Code assigned by the CDE in Sacramento. This code consists of your 2- digit county code plus your 5-digit district code. You can find the list of agency codes at www.gradstar.com in the file AgencyCodes09-10.pdf. Once you enter this code into the form, in the future the data system will prompt you with this number and you should not have to retype it each time. |
| 6 | 6. Child's Date of birth | Use the drop-down menus to enter the child's date of birth. |
| 7 | 7. Child's gender | Select Female or Male. |

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| 8 | 8. Who will be caring for this child while the teen parent is in school? | Select a MAXIMUM of 4 of the following options that describe who will care this child while the student is in school: <ul style="list-style-type: none"> • Cal-SAFE (school) child care • Another child care center - SUBSIDIZED (Please specify center's name in item 9 below). • Another child care center - PRIVATE PAY (Please specify center's name in item 9 below.) • Child's other parent • The student's partner • Relative (at the student's home) • Relative (NOT at the student's home) • Non-relative (at the student's home) • Non-relative (NOT at the student's home) • Child is 5 years or older and is enrolled in school • OTHER |
| 9 | 9. If you marked "Another child care center" or "Other" above, please type in the center's name | If you selected "Another child care center" SUBSIDIZED or PRIVATE PAY in Item #8, please type the name of the center in the box. If you marked OTHER in Item #8, please describe the other child care arrangement in the box. |
| 10 | 10. *How much is the child's OTHER parent involved with the child? | This is a REQUIRED field. Select one of the following options that best describes the amount of involvement the child's OTHER PARENT has in the child's life: <ul style="list-style-type: none"> • Very involved • Somewhat involved • Not involved at all |
| 11 | 11. What language is spoken in the home TO THE CHILD? | Select one of the following options: <ul style="list-style-type: none"> • Chinese • English • Spanish • Vietnamese • Other [Please type the language in the box provided in Item #12.] |
| 12 | 12. If you marked OTHER for Item 11, please specify the language in the box below: | If you marked OTHER for the language spoken to the child at home in Item #11, please specify the language in the box. |
| 13 | 13. *Child's Weight at Birth | Select one of the following options: <ul style="list-style-type: none"> • Normal (more than 2500 grams, or 5 lbs. 8 oz.) • Low birth weight -- under 2,500 grams (5 lbs. 8 oz.) • Unknown <p>The definition of for a low birth weight baby is set by the Center for Disease Control, Vital Statistics section.</p> |
| 14 | 14. Date of child's last physical exam: | Use the drop-down menus to give the approximate date of the child's last physical exam. |
| 15 | 15. *Are the child's immunizations up-to-date or a signed waiver is on record? | This is a REQUIRED field. Select Yes or No. |

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| 16 | 16. *Does the child have a serious medical condition? | <p>This is a REQUIRED field and is intended to determine if the child has an acute/chronic medical condition that significantly impacts the life of the child and/or the student. Examples of serious or chronic medical conditions include heart disease, diabetes and other metabolic diseases, lung disease/asthma, cancer, kidney disease, sickle cell anemia, muscular dystrophy, rheumatoid arthritis, congenital disorders such as cleft palate, and genetic disorders such as Turner's Syndrome. This question should be answered from the "best judgment" point-of-view of the interviewer after engaging the student in a general conversation regarding the child's health.</p> <p>Select one of the following options:</p> <ul style="list-style-type: none"> • None • Suspected • Diagnosed (Please explain in item #18 below.) • Unknown |
| 17 | 17. *Does the child have a developmental condition? | <p>This is a REQUIRED field and This question is intended to determine if the child has a developmental condition that significantly impacts the life of the child and/or the student. A developmental disability is defined as a severe, chronic disability which is attributable to a mental and/or physical impairment, is likely to continue indefinitely, and results in substantial functional limitations in three or more of the following areas: self-care, language, learning, mobility, independent living, and economic self-sufficiency.</p> <p>Examples include mental retardation, cerebral palsy, spina bifida, blindness and deafness, and other genetic syndromes associated with mental retardation, such as Down's syndrome. This question should be answered from the "best judgment" point-of-view of the interviewer after engaging the student in a general conversation regarding the child's health.</p> <p>Select from one of the following options:</p> <ul style="list-style-type: none"> • None • Suspected • Diagnosed (Please explain in item #18 below.) • Unknown |
| 18 | 18. Please explain serious medical condition and/or | <p>If you marked that the child has a serious medical condition and/or developmental condition, please describe here.</p> |
| | | <p>Now that you have completed all the fields, do NOT hit the Submit button until you do the following:</p> <p>A. Review all fields for accuracy. In particular please double check that the Student's ID number and your agency's code are entered correctly. If you need to change information, please do so now.</p> <p>B. PRINT a copy of the completed form for your files. (If you already have a hand-completed paper version there is no need to print a hard-copy of the completed online form. However, you should write a note on the paper copy giving the date when you entered the information into the online GradStar Database.)</p> <p>C. Handwrite in the student's name and child's name.</p> <p>D. Then hit the Submit button to enter the information into the state-wide Cal-SAFE Data Base.</p> |

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| | <p>After you hit the Submit button, the system will notify you of any REQUIRED items that you have not yet answered. Simply return to those items, provide the data, and then hit the Submit button again. The online system will then let you know it has received your completed form. To return to the GradStar Forms site, simply click on the CLICK HERE message.</p> <p>Three times a year (at the end of the 1st quarter, at the end of the 1st semester, and in June) your agency will receive an Excel file that includes all the data that you have submitted during the current academic year using this Child Information Form.</p> |
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| Frequently Asked Questions | Answers |
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| If I have the mom and dad in Cal-SAFE, what do I do about the Child Info sheet? I only do one, right? | Yes, and you may create the child's ID number using the mom's ID number or the dad's. |
| What do I need to do if a returning student birthed a child during the summer before re-enrolling in our Cal-SAFE Program? | If a returning student birthed a child over the summer, you will need to complete a Pregnancy Outcome and Child Information Form on the child when the student re-enrolls for the new academic year. |
| Do I need to fill out an online Child Information form for a RETURNING child? | Yes, you need to complete an online Child Information form for a student returning to your program from the previous school year. However, you do NOT need to fill out all the fields on the forms. You ONLY have to complete the fields marked with an asterisk (*). All other fields are optional. |
| Can we enter the forms for the babies before we enter the moms? | Yes you can. All the online GradStar form are in separate data bases and one doesn't "know" what is in the other. Later when we send your raw data from all the forms, you can then "marry" the children's info with the parents' info if you wish. |
| After we complete a form and move onto a new form for the same child we're having to log in each time. Is there a way around this? | Here are three ways to avoid logging in each time: (1) When you first encounter the user ID/name & password dialog box, you can tell your browser to "Remember this password in my keychain" usually by clicking a box. From then on, the browser will automatically fill in both the user ID/name and password when you see the dialog box and all you would have to do is click "Log In". Note: Some of the exact wording of these phrases and selections vary depending on the browser you are using, such as FireFox, Explorer, Safari etc. (2) After completing and entering the online form and you see the on-screen message: "You have completed the STUDENT ENROLLMENT FORM of the Cal-SAFE Program. Please CLICK HERE to return to the GradStar Forms page." Don't click on "CLICK HERE" but instead go into the History menu of your browser and select the URL for the online GradStar forms. It should say "Eval Forms Online." This will take you directly back to the URLs on the secure GradStar forms and you can select another form without filling in the access codes. Again, you might find the phrases/wording slightly different depending on the browser you are using. (3) Finally, you can bookmark the www.gradstar.com/secure webpage and return to the list of URLs for the forms without having to reenter the access codes. |
| I mistakenly entered a child using the online 2008-09 form instead of the 2009-10 form. What should I do? | Notify Brenda of the mistake. Please send her the student's ID number and your agency number and she will rectify the situation, switching the child to the 2009-10 data set. |

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| When I print out a copy of a completed online GradStar form, it takes SOOO much paper. How can I print it out without killing so many trees? | You can reduce the number of pieces of paper you use by telling your printer to print several pages to one piece of paper. Right before you hit the Submit button, go into the main menu of your Internet browser and select "Print." Your printer will then show its Print dialogue box that asks you to specify such things as the number of copies, layout, paper handling, color/b&w, and print quality. At this stage, you can specify that the printer reduce the size of the GradStar form so that you can get 2 or more pages on one piece of paper. Some printers even allow you to specify that the printer print the GradStar form on both sides of the piece of paper. For example, I use an Epson Office Jet 4300 series printer and under the Layout section of the printer dialogue box I can select "4" under the Pages Per Sheet option. The printer would then automatically reduce the pages of the completed GradStar Student Enrollment, printing 4 pages on each piece of paper. Generally, thus for each of the GradStar forms I could print out the completed online form on one piece of paper for documentation. |
| When I enter my agency code should I enter it using the hyphen or not? For example, my agency code is XX-XXXXX. Should I enter it as XX-XXXXX or without the hyphen as XXXXXXX? | It's up to you -- without or without the hyphen works just fine. All we ask that everyone in your district use the same method -- everyone entering the agency code with the hyphen or everyone entering the agency code without the hyphen. Being consistency makes it simpler for the Branagh folks to easily extract your agency's data from the statewide database. |
| How do I know what my agency code is? | At the www.gradstar.com website under the Evaluation Forms and Material section, you can download the file: AgencyCodes09-10.pdf. This file contains the agency code that your agency should be using. |
| I'm not sure which children I've entered into the GradStar Database and which I have not yet entered. How can I keep track of what I've done? | First, we suggest that you put a ✓ mark and the date entered at the top of each paper form you enter into the system. Second, we suggest that you keep an Excel spreadsheet that includes the student's name, ID number and which forms you've entered into the GradStar Database for the student. On the www.gradstar.com website under the Additional Helpful Resources subsection, you can download an Excel template (GradStarDataEntryLogV1LeT08Sept18.xls) that you can use to keep track of the students and children you enter into the GradStar Database. Later, when you receive the GradStar data files for your agency, you can use this Excel spreadsheet to double check that you've entered everyone into the system. Also, this same Excel spreadsheet can help you match the students names to their ID numbers and information in the GradStar files. |
| In our agency we simply assign a very simple ID number to a student -- such as 01, 02. My colleague at another Cal-SAFE Program says that they do their student ID numbers the very same way. Won't that get the information on our students mixed up their students? | When we extract the data for your agency, we use the student ID number AND your agency number. This way it does not matter if you duplicate another student's ID number used in another agency. However, you should not ever assign the same ID number to another student, even if that student attends your program during a future school year. This means that across the life of your program (from 2008 on), you should have only one student with the ID number 01. |
| Often I get interrupted as I'm entering a form into the online GradStar Database. Can I leave a form and come back and complete later? | If you simply keep the form open on your computer's desk, you can come back and complete it. GradStar will not time you out. BUT if you close and leave the browser window showing the www.zoomerang.com site where the GradStar forms are located, then you will not be able to finish the form and submit. However, in most browsers you can open up new windows while keeping other Internet site windows open. This way you can keep the incomplete GradStar form open (and actually hidden from view if you wish) while you take care of interruptions. Then later, you can complete and submit the form. |

| Frequently Asked Questions | Answers |
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| If I don't skip a field on a form, does GradStar automatically fill in with a default answer? | GradStar has no default answers on the forms. If you skip a MANDATORY field marked with an *, you must answer the question before you can submit the form. If you skip a non-mandatory field, GradStar will simply leave that field blank. |
| What if the school does NOT issue an ID number? | We suggest that you create an ID number for students -- perhaps even something as simple as using the student's birthdate plus a 1 for female and 2 for male. So if Brenda LeTendre were a student attending your program had her birthdate is March 15, 1992, then her ID number would be 31519921. You just want to make sure that you don't give that same ID number to another student AND that you keep a list somewhere (perhaps in an Excel file) that includes Brenda LeTendre ID 31519921 so you know to which ID goes with which student. |
| I forgot to print a copy of the completed online GradStar form before hitting Submit. What should I do to document that I entered the student's form into GradStar? | If you were inputting the information from a hand completed paper copy or the form then, you really don't have to print the online form because you already have a paper copy of the information -- albeit hand completed. You should, however, write on the paper form the date when you entered the information into the online GradStarsystem. If you were interviewing the student as you filled out the form online and forgot to print it out before hitting the Submit key, then you can complete by hand a paper version of the form and put it in the student's folder. This will provide documentation in the student's folder. |
| When should I enter a correction into the GradStar system? | Please enter a correction to a GradStar form only if the correction rectifies the information in a MANDATORY field marked with an *. Otherwise, simply log the change of information on the student's paper form and any other local student/child database that you might have. For example, you do not need to enter a corrected Student Enrollment form each time a student changes where she attends school in your district. You would note this change on the student's paper Student Enrollment form and in your local database. |