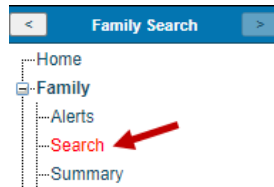


KinderTrack - Adding a Child Record

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



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

Select: ☐ Parent ☐ Child ☒ Family

- C** Select your District and enter your desired search criteria.

Select: ☐ Parent ☐ Child ☒ Family

Last Name: Parent SSN:

Phone: Child SSN:

City: Family ID:

State: Case Number:

Zip Code: Ext.: Family Status: Select >>

County: Select >> Family Type: Select >>

Worker: Select >> Providers: Select >>

Program: Select >> Family Flags: Select >>

Recertification Date: Recertification End Date:

Missing Documentation: ☐ District: Alamo

- 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
☐	Summary (9) ←		Stark	Stark, Jill

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

Child: Add Child

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

Save Cancel Help

You will be logged out in 119:41

Family: STARK (Open) (103777)

Family ID: 103777

Case Number:

Select Child:

*Effective Date:

*Last Name:

*First Name:

Middle Initial:

SSN:

*Birth Date:

Child Age:

Grade:

Flags:

Relationship:

CIN:

TEA Student ID:

DFPS:

Gender:

*Sex:

*Status:

Enrollment Status:

Kindergarten Date:

Child Has a Disability:

Child Deemed Eligible for Special Needs Rate:

SSN Status:

Hispanic/Latino:

White:

Black or African American:

Asian:

American Indian or Alaskan Native:

Hawaiian or Pacific Islander:

Citizen Information:

Note:

- H** Press **Save**.

Save