



MECK Pre-K Teacher Connect Portal

Guide

Welcome Teachers and Directors!

ssmc.socialsolutionsportal.com/login



EMAIL

PASSWORD

Log In

[Forgot My Password](#)

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Welcome to Connect!

A screenshot of the Bonterra Connect dashboard. The user is logged in as Kelly Johnson, a Participant. The dashboard displays a "Welcome, Kelly!" message and a list of "Available Forms". The forms are categorized by expiration date and type (Standard or Expiring). Each form has a "Fill Out Form" button. A "Show More" button is located at the bottom of the forms list. The dashboard also includes a "View Form Submissions" button and filters for "All Locations" and "All Programs/Services".

EXPIRES 06/12/2018	EXPIRES 07/23/2018	STANDARD
Goodwill Intake Social Good Org - Employment & Career Services	Employment Placement Social Good Org - Employment & Career Services	Resource Room/Open Lab Sign-In Social Good Org - Employment & Career Services
Barriers Assessment Social Good Org - Employment & Career Services	SIMS Foundation Mental Health Social Good Org - Employment & Career Services	1-Year Follow-Up Social Good Org - Employment & Career Services

<https://ssmc.socialsolutionsportal.com/login>



Connect Portal – Logging On

<https://ssmc.socialsolutionsportal.com/login>

Teachers: Use your Meck Pre-K email address

Directors: Use your email address on file

You will have to create your own password.

Forgot My Password

ssmc.socialsolutionsportal.com/login



EMAIL

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Welcome to Connect!

The screenshot shows a user dashboard for Kelly Johnson. The header includes the Bonterra logo and the user's name. The main content area is titled "Welcome, Kelly!" and displays a grid of "Available Forms". Each form card includes an expiration date, a title, a description, and a "Fill Out Form" button. The forms listed are: Goodwill Intake (expires 06/12/2018), Employment Placement (expires 07/23/2018), Resource Room/Open Lab Sign-In, Barriers Assessment, SIMS Foundation Mental Health, and 1-Year Follow-Up. A "Show More" button is located at the bottom of the grid.

Form Title	Expiration Date	Category
Goodwill Intake	06/12/2018	Social Good Org
Employment Placement	07/23/2018	Social Good Org
Resource Room/Open Lab Sign-In	STANDARD	Social Good Org
Barriers Assessment	STANDARD	Social Good Org
SIMS Foundation Mental Health	STANDARD	Social Good Org
1-Year Follow-Up	STANDARD	Social Good Org



Apricot (called the Connect Portal)

- **Intake and Registration Request**
- **Extended Leave Request**
- **Referral for Support Services**
 - Family Support
 - Child Development Team
- **MPK Site Workshop Form / Tracker**
- **Staff Incident Report**

Your Dashboard

Welcome, MPK!

View

All Locations

All Programs/Service

Request Appointment

Available Forms **5**

VIEW FORM SUBMISSIONS

AVAILABLE

Intake & Registration Request [Pre-K]

Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]

FILL OUT

AVAILABLE

Extended Leave Request

Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]

FILL OUT

AVAILABLE

Referral for Support Services [Pre-K]

Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]

FILL OUT

AVAILABLE

MPK Site Workshop Form

Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]

FILL OUT

AVAILABLE

Staff Incident Report [Pre-K]

Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]

FILL OUT

Intake and Registration Request



Intake & Registration Request [Pre-K]

*Required

Details

Date of Request*

mm/dd/yyyy



Child's Meck PreK Student ID Number (*Please use the student's five digit MPK ID and add 0 to the end. Apricot requires 6 digits to process the request.)*

Type of Request*

-- Select --



1. Excessive Tardy
2. Consecutive Absence
3. Intent to Withdraw

Cancel

Save


Excessive Tardy Request

Excessive Tardy

Children must attend MECK Pre-K every day in their assigned classroom. Tardy children must be allowed to attend class when they arrive at school. If a child has 3 excessive tardy occurrences, please note the date, time arrived, and reason below.

If the absence was excused, select yes and sign your name.

Date of Tardiness (1)

Time Arrived (1)

Reason for Tardiness (1)

Excused (1)

- Yes
 No

Teacher/Director Signature (1)

NAME

SIGNATURE

Date of Tardiness (2)

Time

Reason for Tardiness (2)

Consecutive Absence

Intake & Registration Request [Pre-K]

*Required

Details

Date of Request*

mm/dd/yyyy



Child's Meck PreK Student ID Number (*Please use the student's five digit MPK ID and add 0 to the end. Apricot requires 6 digits to process the request.)*

Type of Request*

Consecutive Absence



Consecutive Absence Confirmation

- Today is the FIRST day of absence
- Today is the second, third, or fourth day of absence

First Day of Absence:

No need to complete this form. Single day absences do not need to be recorded.

Intent to Withdraw

Type of Request*

Intent to Withdraw ▼

First Day of Absence:

No need to complete this form. Single day absences do not need to be recorded.

Intent to Withdraw

Staff Completing

-- Select -- ▼

Was the student enrolled in WRAP Care?

- Yes
- No

Was the student enrolled in transportation?

- Yes
- No

Reason for Withdrawal

-- Select -- ▼

Additional Comments on Withdrawal

Does this student have an active IEP?

- Yes
- No

Is this student receiving services related to a disability/IEP?

- Yes
- No

If yes, list services:

Extended Leave Request



MPK Teacher
Participant

Extended Leave Request

*Required

Student Site and Information

Student Name*

FIRST*

MIDDLE

LAST*

Meck Pre K ID #*

Meck PreK Site Name*

Form Request

Extended Leave Request

Leave Request Information

Parent / Guardian's Name

Leave Start Date*

Leave End Date

Reason(s) for absence

Referral for Support Services

Referral for Support Services [Pre-K]

*Required

Details

Use this form to request assistance from Meck Pre-K staff. Based on your responses a referral will be made to the appropriate team member and a timely response will follow.

Date of Referral*

mm/dd/yyyy



Purpose of Referral*

-- Select --



Child's Meck PreK Student ID Number (*Please use the student's five digit MPK ID and add 0 to the end. Apricot requires 6 digits to process the request.)*

- 
1. Family Support
 2. Child Development Team

Questions will follow based on which you choose.

Staff Incident Report [Pre-K]

*Required

Main

Date of Report Completion*

mm/dd/yyyy



Subject of Incident

- Child
- Parent
- Teacher

Attach report

SELECT FILE

Incident

Date of Incident*

mm/dd/yyyy



Time of Incident

-- : -- am

Type of Incident

-- Select --



Description of Incident

Names of Witnesses

Follow-up Action Needed?

- Yes
- No

If yes, please describe the actions to be taken:

MPK Site Workshop Form

*Required

Workshop Details

Workshop Name *

Date

Site

Location

Participants

- Parents, Guardians
- Teachers
- Facility Staff

Total Attendees *

Workshop description

Source (i.e. support team, in-house support)

Parent Information

Parent (Guardian) Name	Student Name	Phone Number	Email
Nombre del pariente	nombre del estudiante	Numero del telefono	Correo Electronico

1.

Home Page Details

ssmc.socialsolutionsportal.com

MENU

Smart Start of Mecklenburg County | Connect

MPK Teacher Participant

Dashboard

Appointments

Form Submissions

ALL ASSIGNED FORMS

Meck PreK

> Charlotte Bilingual Preschool [Meck Pre-K]

Home

Your School

Welcome, MPK!

View All Locations

All Programs/Service

~~Request Appointment~~

Available Forms 5

VIEW FORM SUBMISSIONS

AVAILABLE

Intake & Registration Request [Pre-K]
Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]

FILL OUT

AVAILABLE

Extended Leave Request
Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]

FILL OUT

AVAILABLE

Referral for Support Services [Pre-K]
Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]

FILL OUT

AVAILABLE

MPK Site Workshop Form
Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]

FILL OUT

AVAILABLE

Staff Incident Report [Pre-K]
Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]

FILL OUT

- Find your name
- How to get “home”
- Appointment selection function not active



Contact

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