

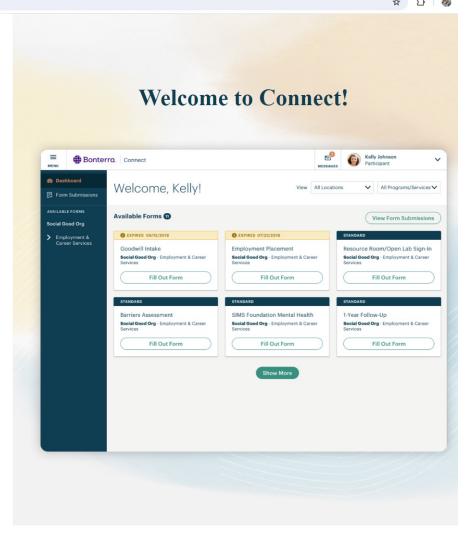
MECK Pre-K Teacher Connect Portal

Guide



Welcome Teachers and Directors!





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

C				☆ ☆ ☆ ※
		Welcom	e to Connec	et!
Smart Start of Mecklenburg County	© Dashbo © Form St AVAILABLE FE Social Good	Welcome, Kelly! Available Forms Available Forms	View All Loc	acts Participant All Programs/Services View Form Submissions
EMAIL PASSWORD	> Employ Career s	Goodwill Intake Goodwill Intake Services Fill Out Form STANDARD	Employment Placement Social Good Grg - Employment & Career Services Fill Out Form	STANDARD RESOURCE ROOM/Open Lab Sign-in Social Good Grg - Employment & Career Services Fill Out Form
Log In Forgot My Password		Barriers Assessment Social Good Org - Engloyment & Career Services Fill Out Form	SIMS Foundation Mental Health Social Goed Org - Employment & Career Services Fill Out Form	1-Year Follow-Up Social Good Org - Employment & Career Services Fill Out Form
			Show More	
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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



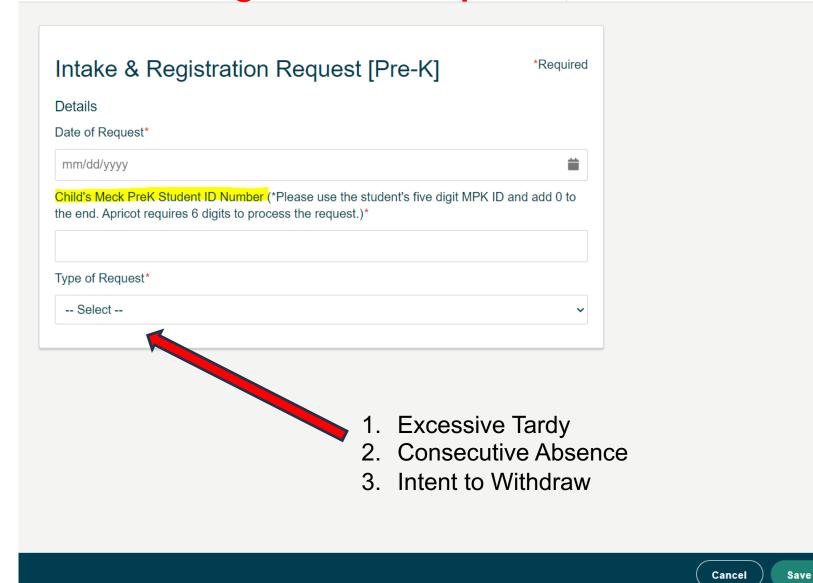
Your Dashboard

View All Locations	All Programs/Service Request Appointment
	VIEW FORM SUBMISSIONS
AVAILABLE	AVAILABLE
	Referral for Support Services [Pre-K] Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]
FILL OUT	FILL OUT
AVAILABLE	
FILL OUT	
	AVAILABLE Staff Incident Report [Pre-K] Meck PreK - Charlotte Bilingual Preschool [Meck Pre-K]



Intake and Registration Request







Excessive Tardy Request

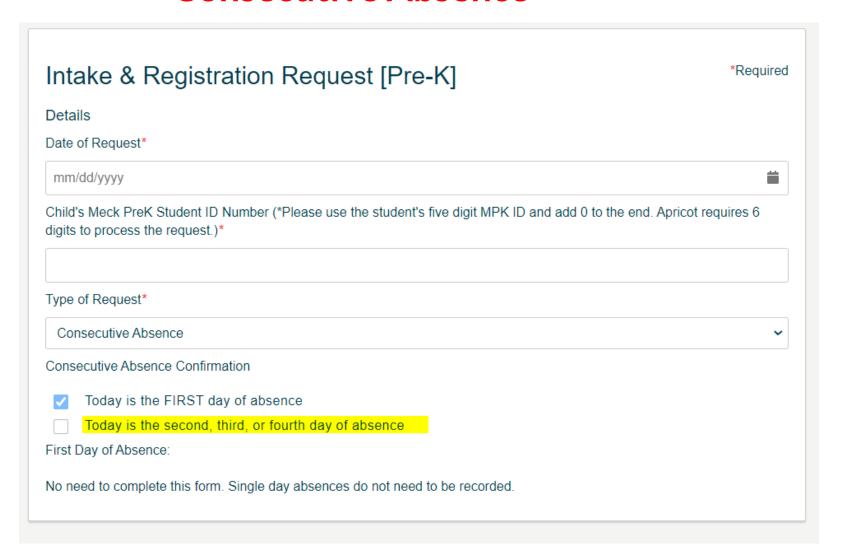
Excessive Tardy

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)	
mm/dd/yyyy	
Time Arrived (1)	
: am	
Reason for Tardiness (1)	
Select	~
Excused (1)	
○ Yes	
○ No	
Teacher/Director Signature (1)	
NAME	
SIGNATURE	
Sign	
Date of Tardiness (2)	
mm/dd/yyyy	
Time	
: am	
Reason for Tardiness (2)	
Select	~



Consecutive Absence





Intent to Withdraw

Type of Request*

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:	



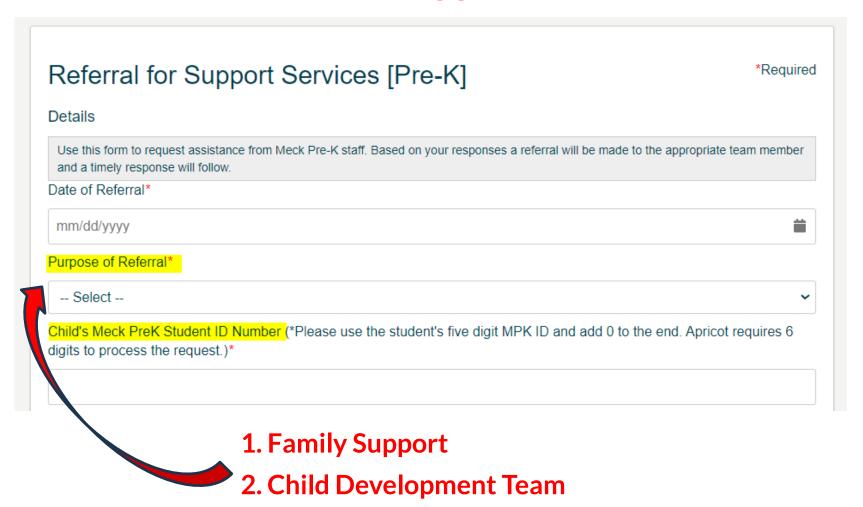
Extended Leave Request



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		
_eave Start Date*		
mm/dd/yyyy	=	
Leave End Date		
mm/dd/yyyy	=	
Reason(s) for absence		
	-\$-	



Referral for Support Services



Questions will follow based on which you choose.



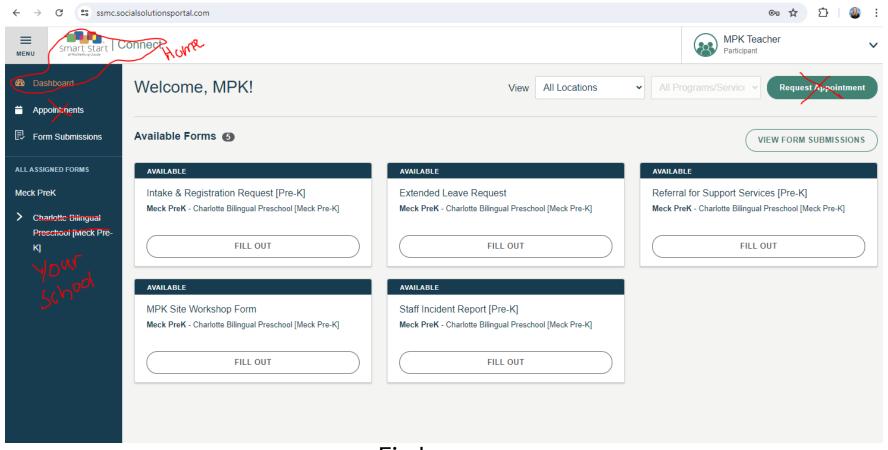
Staff Incident Report [Pre-K]	*Required
Main	
Date of Report Completion*	
mm/dd/yyyy	=
Subject of Incident	
Child	
O Parent	
○ Teacher	
Attach report	
SELECT FILE	
Incident	
Date of Incident*	
mm/dd/yyyy	=
Time of Incident	
: am	
Type of Incident	
Select	~
Description of Incident	
Names of Witnesses	
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	
7/22/2024	=
Site	
Location	
Participants	
Parents, Guardians	
Teachers	
Facility Staff	
Total Attendees*	
Workshop description	
	16
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



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





Contact

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