



# VPK

# ATTENDANCE



## TRAINING INFORMATION

CLICK ON LINKS BELOW

## STEP-BY-STEP WRITTEN

<https://4cflorida.org/wp-content/uploads/2018/12/Provider-Portal-Submitting-VPK-Attendance.pdf> or

<https://4cflorida.org/wp-content/uploads/2018/12/Instructions-VPK-Bulk-Attendance-Upload-for-Providers.pdf>

## VIDEO

<https://www.youtube.com/watch?v=qtSeLjF-EMA&feature=youtu.be>

## USER GUIDE

<https://4cflorida.org/wp-content/uploads/2018/12/Provider-Portal-User-Guide-120918.pdf>

Orange County 407-532-4113

Osceola County 321-219-6018

## WHERE

**Your Provider Portal Account**

<https://providerservices.floridaearlylearning.com>

## WHAT

**Submit in date order starting with August 2018:**

- **Individual Class Rosters**
- **Bulk Upload All Classes**

## NEED IN PLACE BEFORE ATTENDANCE:

- **Approved Provider Profile**
- **Certified VPK Provider Application**
- **Certified VPK-20 Contract**
- **Enrolled VPK Children (minimum of 4)**

Reminder: any overpayment made during estimated payments must be repaid.