WCMCA Head Start Policy Council Election

Documentation Instructions

Log your Policy Council Election in Entry Express

1. **Go to** *Entry Express > Log a Communication* and click **Start**.
2. **Step 1 – Find Participants**
   Confirm **Program Term**, **Location**, and **Enrollment Status**, then click **Next Step**.
3. **Step 2 – Select Participants**
   All children are selected by default. If correct, click **Next Step**.
4. **Step 3 – Select Action Type**
   Choose **Policy Council**, then click **Next Step**.
5. **Step 4 – Enter Details**
   - **Action Date**
   - **Type of Contact** – How ballots were delivered
   - **Description** – Type "Policy Council election"
   - **Status** – Select "Action Completed"
   - **Case Worker** – Ensure your name is listed
   - **Action Notes** – Include election details (ballot delivery, responses, etc.)
     Click **Next Step**.
6. **Step 5 – Finalize**
   Click **Create the Records** to add the event to each child's communication log.
7. **Final Step**
   Notify **Dee Dee** of the elected **Representative** and/or **Alternate**.