

Re-enrolling Children Tip Sheet



Once a child has been created and added to a class in a rating period, they may be re-enrolled into classes in new rating periods.

Note: A class or classes must be created in the new rating period before children can be enrolled.

1. Search for the child you want to re-enroll by selecting the **Search for Child/Enroll** option from the left navigation menu.

Welcome

Demo-C Lead Admin

DEMO Comprehensive

- DEMO C Site 1
- DEMO C Site 2

+ ADD NEW CHILD

SEARCH FOR CHILD / ENROLL

2. In the new window, enter the **First Name, Last Name, and Rating Period** into the search boxes or select a site to view all children at that site.

Search Children

Search Child By

First Name Last Name Date of Birth Child Age/Grade Instrument

SSID Local ID

State Agency Site

California WestEd Test 22 Delta Demo

Rating Period * Class

Select a Rating Period Select a Class

SEARCH CLEAR FIELDS

3. Select **Search**.

SEARCH CLEAR FIELDS

4. The child list will appear below the search boxes under Results. Select the box next to the child's (or children's) name(s) you want to re-enroll.

Results | child(ren) to reassign or reenroll

Filter

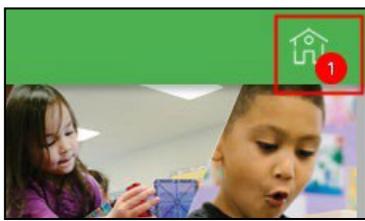
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Last Name ↕	First Name ↕
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prentice	Mimi



To select all children in the search result, check the box in the header.

Results child(ren) to reassign or reenroll		Filter	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Last Name ↕	First Name ↕
	<input type="checkbox"/>	Prentice	Mimi

- 5. Once you have checked the boxes for the children you want to re-enroll, select the schoolhouse icon to view only the selected children.



- 6. The previously chosen child(ren) will automatically be checked off, and you can select **Manage Enrollment**.

View Selected Children

MANAGE ENROLLMENT

- 7. On the Add Enrollment for [CHILD] screen, the child's/children's existing **State, Agency, and Site** should be automatically selected.

Add Enrollment for Mimi Prentice

State

Agency

Site

8. Under Rating Period, select the new rating period to which you want to re-enroll the child.

Rating Period

Fall 2018

Filter by name

- ✓ Fall 2014 (2014-15)
- ✓ Fall 2015 (2015-16)
- ✓ Fall 2016 (2016-17)
- ✓ Fall 2017 (2017-18)
- ✓ Fall 2018 (2018-19)

9. Under Select a Classroom, select the classroom in the new rating period for which the child will be enrolled.

Class

Select a Classroom

Filter by name

- ✓ 18 Kiwi (Fall 2018)
- ✓ 18 Pear (Fall 2018)
- ✓ 18 Pines (Fall 2018)

This will copy the child(ren) and their information from a past rating period to the selected rating period. The child's/children's DRDP measure ratings are not copied. For example, re-enrolling a child from Rating Period A to B does not delete the child's information from Rating Period A but instead copies the child's information into Rating Period B.

10. Once you have chosen the needed information, select the **Save** button.