

DRDP Online 2025 Tip Sheet

Adding Children in DRDP Online for Administrators

Contents

Adding Children in DRDP Online for Administrators.....	1
1. Administrator Role.....	2
2. Getting Started	2
3. Adding Children	2
3.1. Add Child	2
3.2. Children with Withdrawn or Still Enrolled Status	5
4. Manage Enrollment.....	8
4.1. Transfer Child/Children	8
4.2. Re-Enroll Child/Children.....	10
4.3. Choosing Agency Views	12
5. Helpful Resources for DRDP Online	13

1. Administrator Role

The Administrator Roles with permission to add children in DRDP Online are Site Administrator, Agency Administrator, Head Start Grantee Admin, Family Childcare Provider, Teachers of Record + Enrollment, Data Entry/Analyst, and Lead Agency Administrator. For more details, view [DRDP Roles and Permissions](#).

2. Getting Started

1. Go to the [DRDP Online system](#).
2. Enter your **username**. (This is your complete email address (e.g., jsmith@school.net).)
3. Enter your **password**.
4. If you forget your password, select **Forgot Password** under the login button (*Figure 2-1*). After verifying your email address, the system will email you a link to reset your password.) Create a new password using these requirements:
 - Eight characters long
 - Upper- and lower-case letters
 - Numbers, symbols, or special characters (@,\$,%,*,!)

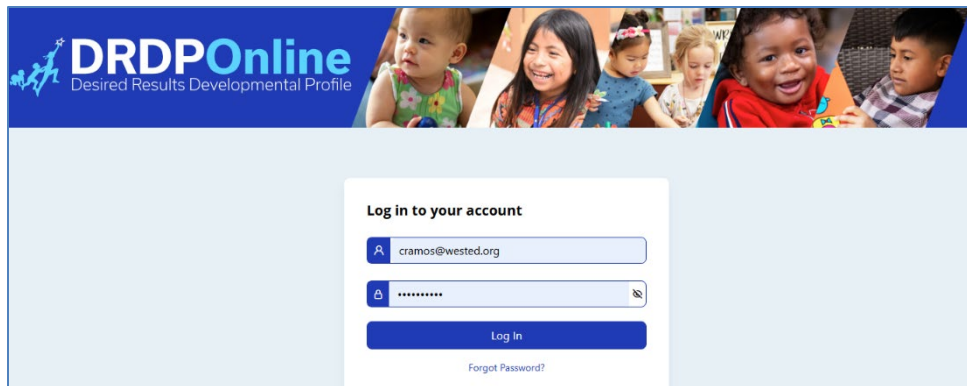


Figure 2-1. DRDP Online Login Screen

3. Adding Children

3.1. Add New Child

1. An administrator may add children. **Select Add New Child** in the left navigation menu (*Figure 3.1-1*).

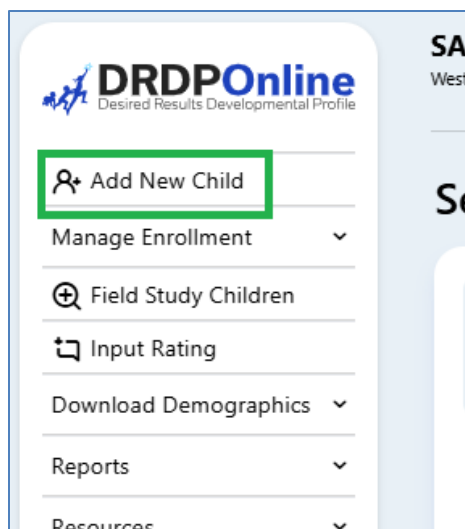


Figure 3.1-1. Add New Child

This will direct you to the **Search for Child** section in the **DRDP Online System** (*Figure 3.1-2*). Before adding a child, ensure they are not already in the system. This feature will search the entire system (across agencies) for children’s data. The required fields for searching for a child are First Name, Last Name, and Date of Birth.

 A screenshot of the 'Search for Child in DRDP Online System' window. The window has a light blue header with the title and an information icon. Below the header is a search form with three required fields: 'First Name *', 'Last Name *', and 'DOB *'. The 'DOB' field has a calendar icon and a placeholder format 'mm/dd/yyyy'. To the right of these fields is an 'Additional Filters' section with two radio buttons: 'None' (selected) and 'Filters'. At the bottom right of the form are 'Search' and 'Clear' buttons. Below the search form is a table header with the following columns: 'First Name', 'Last Name', 'Enrollment', 'DOB', 'SSID', 'DRDP ID', 'Previous/Current Site', 'Previous/Current Agency', and 'Status'.

Figure 3.1-2. Search for Child in DRDP Online System Window

Before adding a new child, a class must already have been created and assigned to the current rating period. You can verify this by navigating to the **Setup Menu** and checking the Teacher Assignments and Ratings section.

2. A **No Results Found** window (*Figure 3.1-3 below*) will appear if the child is not in the system.

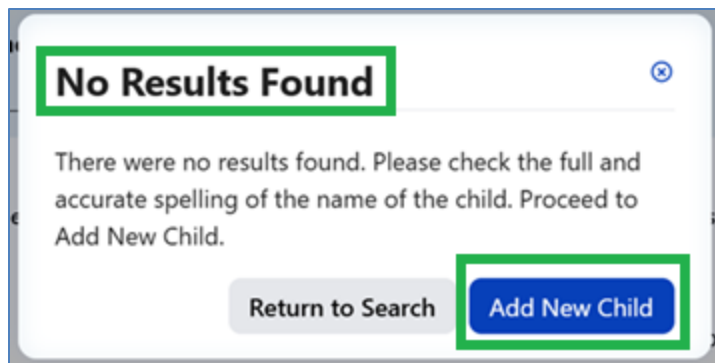


Figure 3.1-3. No Results Found Pop-Up and Add New Child

3. After ensuring the child is not in the system, the administrator may add a new child by selecting the blue **Add a New Child** button (see *Figure 3.1-3* above).
4. The **Add New Child** window will appear (*Figure 3.1-4*).

Figure 3.1-4. Add New Child Window

If you have multiple Children to upload, consider using an **Upload Template** found under the **Resource** tab (*Figure 3.1-5*)

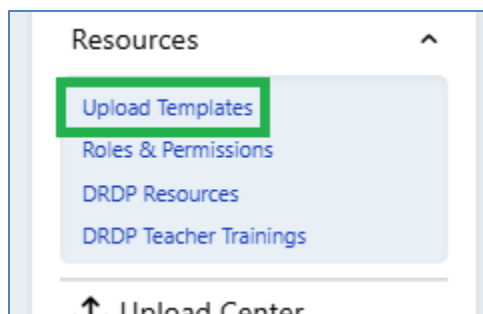
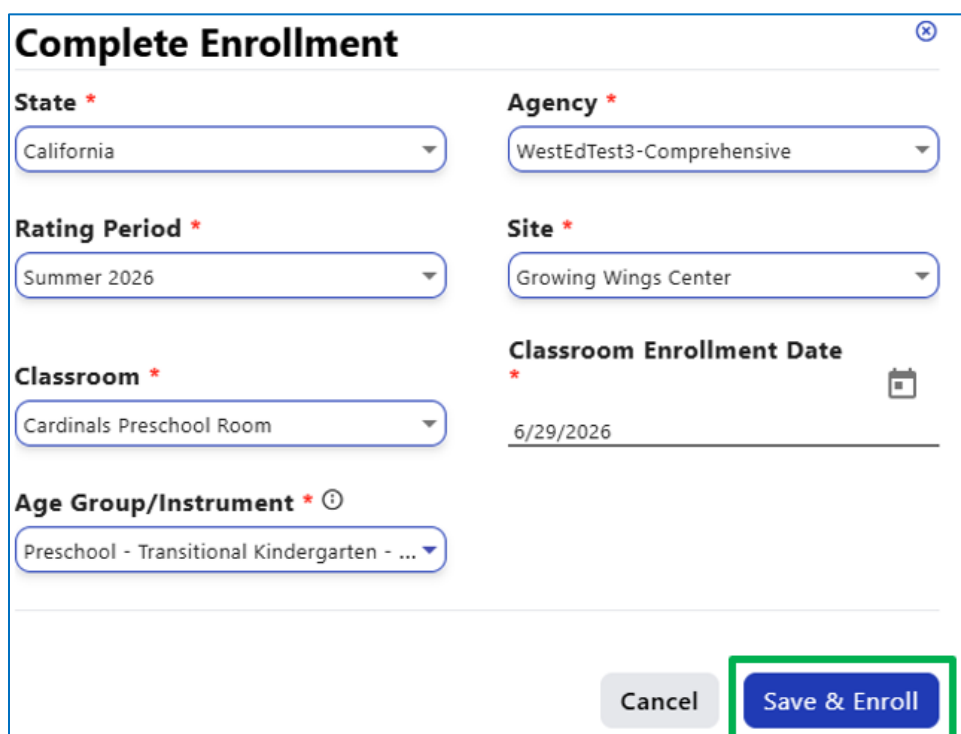


Figure 3.1-5. Resources/Upload Templates

All information marked with a red asterisk (*) is required, except for the **Statewide Student Identifier** or the **Agency/District Student Identifier**, where only one of these is required. The 10-digit State Student (SSID) Identifier and the Agency/District Student Identifier track the child's developmental progress from one rating period to another. You only need one of those identifiers.

5. Complete this form thoroughly, ensuring you scroll down to complete all required fields.
6. Once the child's demographic information is entered, select the **Save & Enroll** button at the bottom of the window.
7. The **Complete Enrollment** window (*Figure 3.1-4*) for the child will appear.
8. Select the **Rating Period**, then the **Site** to which you want to add the child, the **Classroom**, and the **Enrollment Date**.
9. Select **Save & Enroll**.



Complete Enrollment

State *
California

Agency *
WestEdTest3-Comprehensive

Rating Period *
Summer 2026

Site *
Growing Wings Center

Classroom *
Cardinals Preschool Room

Classroom Enrollment Date *
6/29/2026

Age Group/Instrument * ⓘ
Preschool - Transitional Kindergarten - ...

Cancel Save & Enroll

Figure 3.1-6. Complete Enrollment

3.2. Children with Withdrawn or Still Enrolled Status

If a child is already in the system, the administrator will see a Status of '**Withdrawn**' or '**Still Enrolled**.'

1. If the child has been withdrawn from the prior agency, you can add the child by selecting the blue person icon to the right of **Withdrawn** (*Figure 3.2-1*).

Search for Child in DRDP Online System ⓘ

First Name *
Reeses

Last Name *
Pieces

DOB *
10/5/2022

Additional Filters
☒ None ☐ Filters

Search

Clear

First Name	Last Name	Enrollment	DOB	SSID	DRDP ID	Previous/Current Site	Previous/Current Agency	Status
Reeses	Pieces	DRDP 2025	Oct 5, 2022	1001001025	2162399	Growing Wings Center	WestEdTest3-Comprehensive	Withdrawn

Figure 3.2-1 Child with Withdrawn from Agency Status

2. Selecting the blue person icon opens the **Viewing Child** page (*Figure 3.2-2*).

Viewing Child: Reeses Pieces

Demographics

Class Enrollment

Completed Assessments

Share Child

Cancel

Child Information

First Name *
Reeses

Middle Initial
Middle Initial

Last Name *
Pieces

Figure 3.2-2 Viewing Child/Demographics

3. Check for any changes in **Demographics** and add the **Agency Enrollment Date** (*Figure 3.2-3 below*).
4. Select **Save and Enroll**.

Child's Program Information

Program Type *

Full Day

Agency Enrollment Date *

6/29/2026

Agency Withdrawal Date

County of Program

Select County of Program

County of Residence

Select County of Residence

Child's tuition fees are:

☐ Subsidized (tuition assistance)
 ☐ Not subsidized (full fee)
 ☐ Unknown

Dual Enrollment Program

Select all that apply

Dual Agency Enrollment Date

mm/dd/yyyy

Dual Agency Withdrawal Date

Special Education Information

Does this child have an Individualized Education Plan (IEP) or an Individual Family Service Plan (IFSP)? *

No

SELPAS

Select SELPAS

Adaptations

Choose all that apply

Dual Special Education Information

Does this child have an Individualized Education Plan (IEP) or an Individual Family Service Plan (IFSP)? *

Select an option

SELPAS

Select SELPAS

Adaptations

Choose all that apply

Cancel

Save and Enroll

Figure 3.2-3 Adding a Withdrawn Student

If the child has not been withdrawn from the previous agency, the **Status** column will display '**Still Enrolled**' (Figure 3.2-4). The administrator can request the child be released from the last agency by selecting the arrow inside a circle icon.

Search for Child in DRDP Online System ⓘ

First Name *

Janell

Last Name *

Parrish

DOB *

10/30/2021

Additional Filters

☒ None
 ☐ Filters

Search

Clear

First Name	Last Name	Enrollment	DOB	SSID	DRDP ID	Previous/Current Site	Previous/Current Agency	Status	Dual Enrollment ⓘ
Janell	Parrish	Early Adopter	Oct 30, 2021	2035930	Camp Nani	DEMO Comprehensive		Still Enrolled	⤵

Figure 3.2-4 Search for Child in DRDP Online System with Still Enrolled Status

4. Manage Enrollment

An Administrator can also re-enroll children already in DRDP Online, transfer children from one classroom to another, or withdraw children from their agency.

4.1. Transfer Child/Children

1. To move a child(ren) from one site or class to another within your agency, or to retain the same class while transferring to a new Rating Period, select **Manage Enrollment** from the left navigation menu (*Figure 4.1-1*)

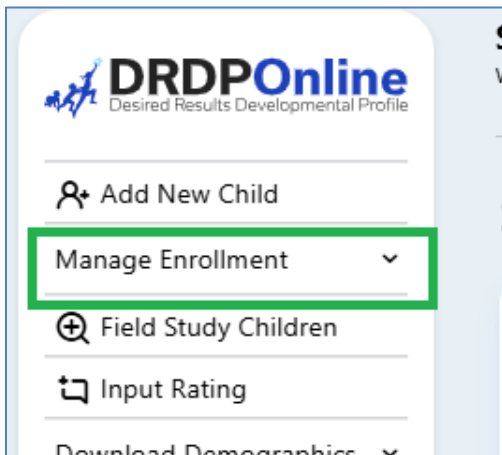


Figure 4.1-1. Management Enrollment

2. Then select Search & Management Enrollment (*Figure 4.1-2*).

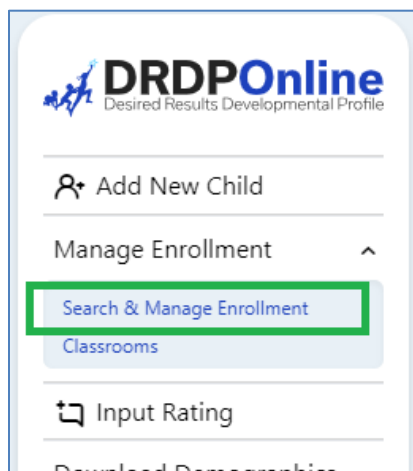


Figure 4.1-2. Search & Management Enrollment

3. You will be directed to the **Manage Enrollment** page. Use the drop-down boxes to filter your Agency, Sites, Rating Period, and Classroom, then select the blue **Search** button.
4. Once a list is generated, check the box at the bottom of the screen to the left to add the child/children's name you wish to transfer (*Figure 4.1-3*).

Manage Enrollment [Watch Tutorial](#)

If you do not have access to YouTube, please visit <https://www.desiredresults.us/drdp-online-2025-resources>

First Name:

Last Name:

Child Age/Grade Instrument

DRDP ID:

Statewide Student Identifier (10-digit SSID)

Blanca

R

Select Child Age/Grade Inst...

DRDP ID

Statewide Student Identifier (10-di

Agency ID:

DOB

State

Agency *

Site *

Agency ID

mm/dd/yyyy

California

WestEdTest3-Comprehensive

Selected Site: 24

Rating Period

Classroom

Spring 2026

Select Classroom

Search

Clear

Select All

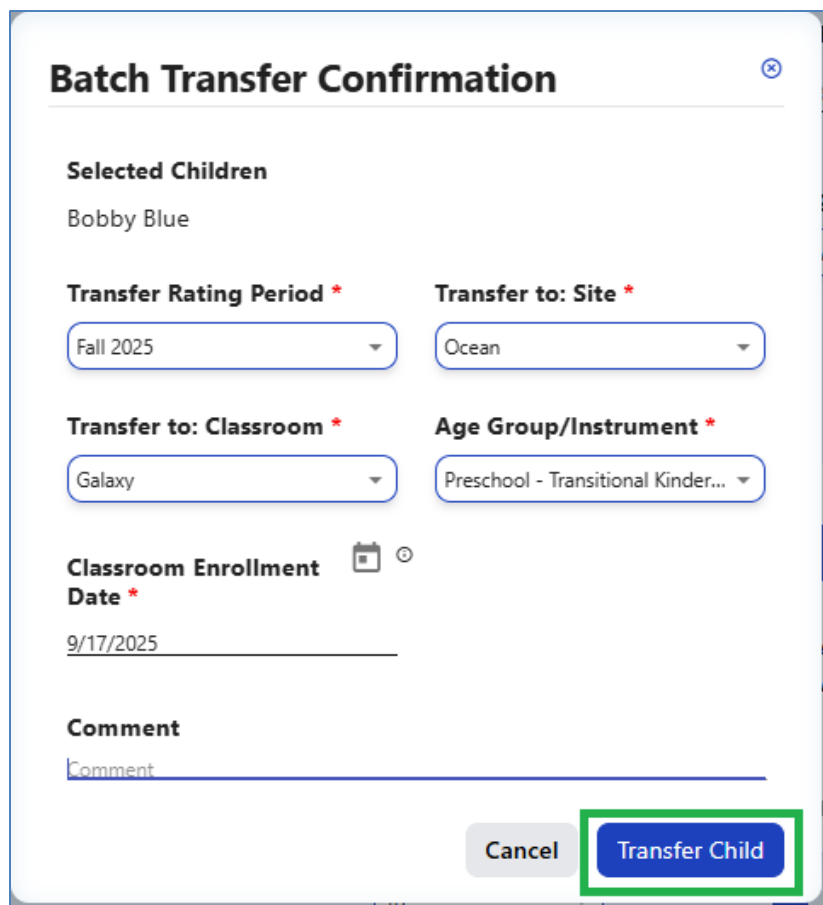
Transfer

Re-Enroll

Withdraw from Agency

Figure 4.1-3 Select Child Box and Transfer Button

- Then select the **Transfer** button.
- A warning pop-up window will appear, reminding you to: "Be sure your child assessments are completed and locked before re-enrolling or transferring children." Select **OK**.
- Before the transfer is completed, the **Batch Transfer Confirmation** window will appear (*Figure 4.1-4*).
- You can click on the link [Watch Tutorial](#) to watch a tutorial on the steps for managing enrollment in DRDP Online for Administrators.



Batch Transfer Confirmation

Selected Children
Bobby Blue

Transfer Rating Period * **Transfer to: Site ***

Fall 2025 Ocean

Transfer to: Classroom * **Age Group/Instrument ***

Galaxy Preschool - Transitional Kinder...

Classroom Enrollment Date *

9/17/2025

Comment

Comment

Cancel **Transfer Child**

Figure 4.1-4. Batch Transfer Confirmation

9. Complete all the information marked with a red asterisk (*) (Rating Period, Site, Classroom, Age Group/Instrument, and Classroom Enrollment Date).
10. Select the **Transfer Child** button (*Figure 4.1-4 above*). The child/children's information and ratings will be moved to the selected site and class for that rating period.

4.2. Re-Enroll Child/Children

Before re-enrolling children, ensure the class is already assigned to the current rating period. Verify this by navigating to the **Setup Menu** and checking under **Teacher Assignments and Rating Periods** to confirm the class is assigned to the current rating period.

1. Children may be re-enrolled from the same classroom to a new rating period.
2. To re-enroll children, select **Manage Enrollment** from the left navigation menu (*Figure 4.1-1 on page 8*).
3. Then select **Search & Manage Enrollment** (*Figure 4.1-2 on page 8*). You will be directed to the Manage Enrollment page.

4. Use the drop-down boxes to filter your Agency, Sites, Rating period, and Classroom, then select the blue **Search** button.
5. Once a list is generated, check the box at the bottom, to the left of the child/children's name you wish to re-enroll (*Figure 4.2-1*) and select the **Re-enroll** button. A warning pop-up window will appear, reminding you: "Be sure your child assessments are completed and locked before re-enrolling or transferring children."

Manage Enrollment [Watch Tutorial](#)

If you do not have access to YouTube, please visit <https://www.desiredresults.us/drdp-online-2025-resources>

First Name:
Last Name:
Child Age/Grade Instrument:
DRDP ID:
Statewide Student Identifier (10-digit SSID):

Agency ID:
DOB:
State:
Agency *:
Site *:

Rating Period:
Classroom:

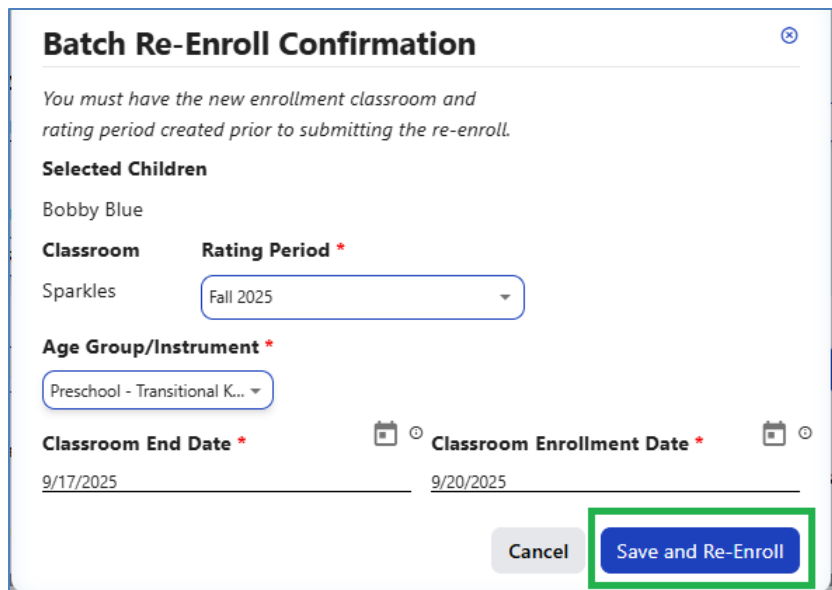
Search **Clear**

Select All **Transfer** **Re-Enroll** **Withdraw from Agency**

Select	Last Name	First Name	Enrollment	DOB	Site	Class	Teacher	Agency Enrollment	Agency Withdrawal	Age/In
☒	R	Blanca	Early Adopter	09/22/22	Growing Wings Center	Playful Preschool Room	Rosario Vasquez	08/12/25		Prescho

Figure 4.2-1. Select Child Box and Re-Enroll Button

6. The **Batch Re-Enroll Confirmation** window will appear.
7. Select the rating period, the age group/instrument, the classroom end date, and enrollment date. Then, select the **Save and Re-enroll** button (*Figure 4.2-2 below*) to re-enroll from a past rating period to the selected rating period.



Batch Re-Enroll Confirmation

You must have the new enrollment classroom and rating period created prior to submitting the re-enroll.

Selected Children
Bobby Blue

Classroom
Sparkles

Rating Period *
Fall 2025

Age Group/Instrument *
Preschool - Transitional K...

Classroom End Date *
9/17/2025

Classroom Enrollment Date *
9/20/2025

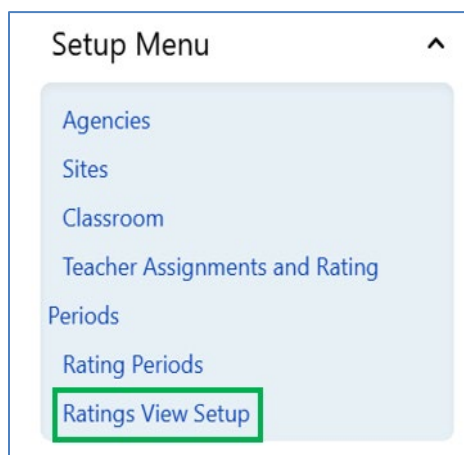
Cancel Save and Re-Enroll

Figure 4.2-2. Batch Re-Enroll Confirmation/Save and Re-enroll Button

4.3. Choosing Agency Views

The Lead Agency Administrator must select and lock the **DRDP Assessment Ratings View** for their agency or program. This selection must be made for all age levels, even if you do not provide services for children in certain age groups, in which case N/A (non-applicable) can be chosen. This step must be completed before uploading Classrooms or Children.

1. To select the views of the DRDP, select **Setup Menu**, then **Ratings View Setup** (Figure 4.3.1) from the navigation menu.



Setup Menu

- Agencies
- Sites
- Classroom
- Teacher Assignments and Rating
- Periods
- Rating Periods
- Ratings View Setup

Figure 4.3-1 Ratings View Setup

2. Select the blue **Search** button to find your agency.
3. The **Ratings View Setup** window appears (Figure 4.3-2 below).

The Lead Agency Administrator will select the views to use for DRDP (2025).

For **DRDP (2025)**, select whether to assign **Rating Views** for your entire agency by Site, by Classroom, or **N/A** if you are not an Early Adopter. Then choose one view for each age level.

- For Infant-Toddlers (IT) and preschool-3rd-grade (P-3) programs, there is only one view option available.
- For preschool, Transitional Kindergarten, and kindergarten groups (PTK), there are two choices: the PTK View or the PTK View with additional History–Social Science (HSS)/Visual and Performing Arts (VPA) measures.

4. Once you have chosen the views for your agency, select **Save and Lock** (Figure 4.3-2).

Ratings View Setup

State: California Agency: WestEdTest3-Comprehensive [Search] [Clear]

2025 Final Implementation Views

IT * Infant/Toddler View PTK * PS-TK-K View P-3 * P-3 View SA * Simplified Rating View

Historical 2015 Views (Read-Only)

IT Comprehensive Rating View PS Comprehensive Rating View TK Comprehensive Rating View K Comprehensive Rating View

SA Simplified Rating View

[Save and Lock]

Figure 4.3-2. Select Agency Default Views

5. Helpful Resources for DRDP Online

- For assistance, please contact 1-800-770-6339 or email DRDPOnline@wested.org.
- To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit [Desired Results for Children and Families/DRDP Online Resources](#).
- Register for a one-hour [DRDP Online webinar](#) and earn professional development hours.
- Sign up for the [DRDP Online Update](#) weekly email bulletin.
- Subscribe to the [WestEd DRDP Resources](#) YouTube channel.