DRDP Online 2025 Tip Sheet

Dual Enrollment Steps for Administrators

Contents

1. When Dual Enrollment Is Needed

When a child is actively enrolled in two different agencies or in multiple sites or classrooms within the same agency, and both are required to complete ratings for the child in DRDP Online, the child can be **dual-enrolled**.

> **One Child – One DRDP ID (with the ability to be enrolled twice)**

This allows DRDP Users to enroll a child in a secondary program at either the same site or a different site/agency as part of dual enrollment, enabling both agencies to include the child in their enrollment and conduct their own DRDP assessment.

Examples:

⇒ Child A is in a preschool or kindergarten program and dual-enrolled at an after-school program at that same site.

⇒ Child B is enrolled at Site A for a morning school program, and the child is dual-enrolled at Site B for an afternoon school program at the same agency.

2. Primary and Secondary Program/Agency

The program in which the child spends most of the time (in terms of hours per week) is the **Primary Program/Agency.** The agency that has the child for a shorter period is the **Secondary Program/Agency.**

1. The **Primary Program** maintains ownership of the child's record. The **Secondary Program**, where the child attends part-time, is responsible for activating dual enrollment on DRDP Online to ensure both programs can complete the child's DRDP ratings. Both the primary and secondary programs can view the child's demographic information. However, the Secondary Program is limited to adding or editing only their specific dual enrollment fields, including **Program/Agency Start** and **Withdrawal** dates and special education information. The Secondary Program cannot add or edit other demographic data for the child. All other information, such as class enrollment, input ratings, portfolio, and reports, is kept separate and associated individually with either primary or secondary enrollment.

2. An Agency Administrator role or higher is required to activate dual enrollment.

3. If you are the Primary Program/Agency where the child spends the majority of the time, you can skip the following steps, as the responsibility for setting up dual enrollment falls on the Secondary Program/Agency.

3. Steps to Dual Enrollment

The Agency Administrator, or those in higher roles, must complete three specific steps to establish a site for dual enrollment:

⇒ Tag the site as a dual enrollment site,

⇒ Enroll the child in dual enrollment, and

⇒ Complete the **Dual Enrollment** page.

3.1. Tag the Site as Dual Enrollment

The Secondary Program/Agency will need to tag their site as a dual enrollment site to facilitate the secondary enrollment of a child who is already enrolled.

1. To tag your site for dual enrollment, choose the **Setup Menu** on the left-hand navigation, and select **Sites** (*Figure 3.1-1*).
2. On the sites page, use the site filter to select the site(s) you wish to tag for dual enrollment and use the Type filter to choose the agency type.
3. Select the **Search** button to display your selected site(s).
4. Once your site appears, as the agency administrator, you can use the edit pencil icon to the right of the site name to tag it for dual enrollment.
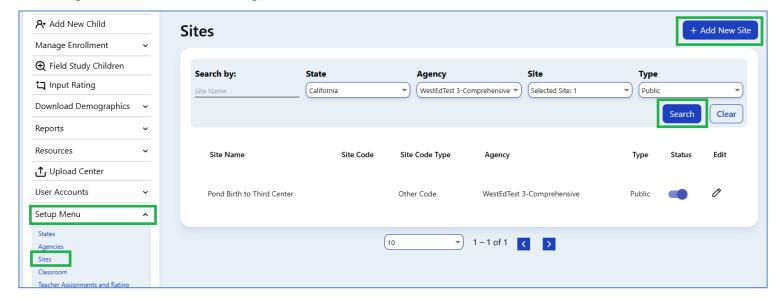

Figure 3.1-1. Choosing a Site for Dual Enrollment

Selecting the **Edit** pencil opens the Edit Site window (*Figure 3.1.2 below).* Select the box under **Dual Enrollment Site** so that a blue checkmark appears and **Save**.
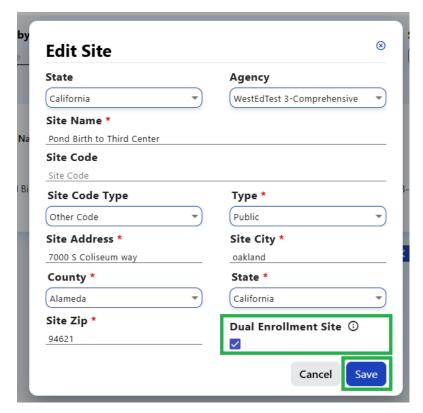
Figure 3.1-2. Selecting the Dual Enrollment Box

3.2. Add a Child for Dual Enrollment

Any Administrator role can complete the following steps. See DRDP Online Roles and Permissions for more details.

1. Select the **Add New Child** tab on the left-hand menu. The **Search for Child** page in the DRDP Online System will open.

2. Enter the child's first name, last name, and date of birth (DOB) in the filters.

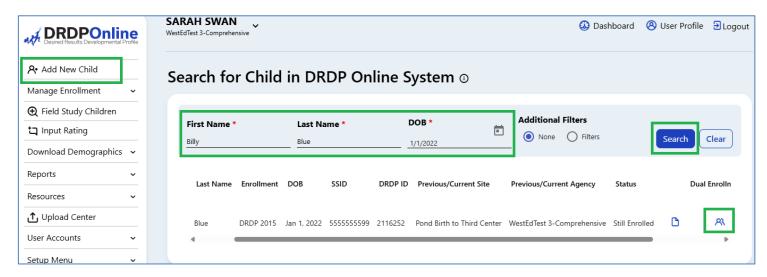3. Then select **Search**. Existing children in DRDP will appear (*Figure 3.2-1 below).*

Figure 3.2-1 Search for Child in the DRDP Online System

Select the **Dual Enrollment** icon to the right of the child's name (see *Figure 3.2.1* above). This opens the Request for Dual Enrollment window.

3.3. Complete Dual Enrollment Window

1. Complete the required fields for Child Age/Grade Instrument, Agency Enrollment Date, Site, Rating Period, Classroom, Program Type, and if the child has an IEP (*Figure 3.3-1 below*).
2. Select the blue **Complete Dual Enrollment** button to finalize the dual enrollment process.
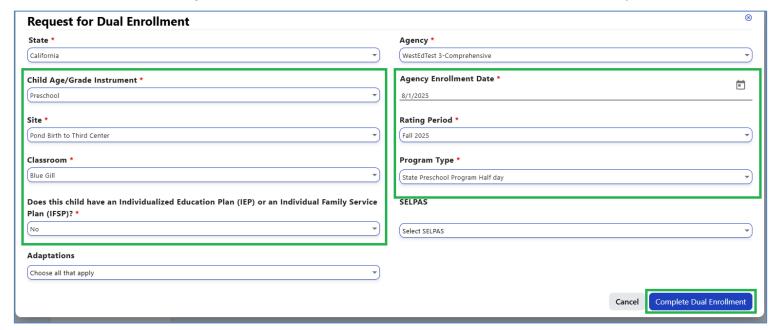

Figure 3.3-1 Complete Dual Enrollment Fields

3. The child's dual enrollment status now shows on the **Search for a Child in DRDP Online System** page. Now, both programs, or agencies, can enter their separate ratings *(Figure 3.3-2)*.
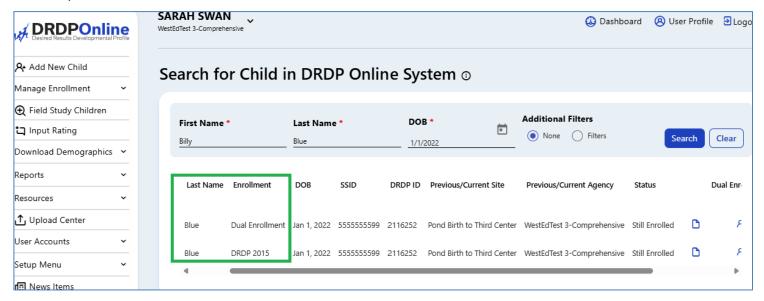

Figure 3.3-2 Dual Enrollment Status

4. 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.