

DRDP Online 2025 Tip Sheet

Re-Enrolling Children in DRDP Online for Administrators

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1. Permissions to Re-Enroll Children

The DRDP Online roles that have permission to Accept, Edit, Decline, or View Pending Re-enrollments include Site Administrator, Agency Administrator, Head Start Grantee Admin, Family Childcare Provider, Data Entry/Analyst, and Lead Agency Administrator. Teachers of Record + Enrollment can re-enroll children and submit for approval. For more details, view [DRDP Roles and Permissions](#).

2. Check for Classrooms

Before children can be re-enrolled in a new Rating Period, the Classroom must exist during that period.

1. To view the Classrooms from your site that exist in the new Rating Period, select **Manage Enrollment** from the left navigation menu.
2. Select **Classrooms** (Figure 2-1).



Figure 2-1. Manage Enrollment/Classrooms

3. Using the filters, choose the **Site** and **Rating Period**.
4. Select **Search**. All Classrooms available for that Site will populate and are available to accept students (Figure 2-2 below).

Classrooms

State *

California

Agency

WestEdTest 3-Comp...

Site

Pond Birth to Third ...

Rating Period

Spring 2025

Classroom

Select Classroom

Search

Clear

View Students	Classroom ↑	Site ↑	Agency ↑	Teacher ↑	Teacher of Record ↑	Rating Period ↑	Children Coun
	Blue Gill	Pond Birth to Third Center	WestEdTest 3-Comprehensive	Jack Tucker	Jack Tucker	Winter 2025-26	4
	Butterflies-G	Glitter	WestEdTest 3-Comprehensive	Johana Cabeza • Luis Aguirre G	Luis Aguirre (teacher)	Fall 2025	6
	Butterflies I/T	Pond Birth to Third Center	WestEdTest 3-Comprehensive	AgencyTamarra Barrett Johana Cabeza • Jaqui Burns		Fall 2025	1

Figure 2-2. Check for Classrooms in New Rating Period

- If the Classroom appears in Search, select **Teacher Assignments and Rating Periods** under the **Setup Menu** to assign the classroom to the new Rating Period (*Figure 2-3*). See the [Adding Site and Users in DRDP Online for Administrators](#) tipsheet for more detailed information.

Setup Menu

Activities Bank

States

Agencies

Sites

Classroom

Teacher Assignments and Rating Periods

Rating Periods

Figure 2-3. Setup Menu/Teacher Assignments and Rating Periods

3. Add New Classroom to Rating Period

If the classroom does not appear in the Search results, or you need to add a new classroom, follow the steps to **Add New Classroom to Rating Period** below.

- Select the **Setup Menu/Classroom** (*Figure 3-1 below*).



Figure 3-1. Setup Menu/Classroom

2. Select the blue **+ Add New Classroom** button on the top right.

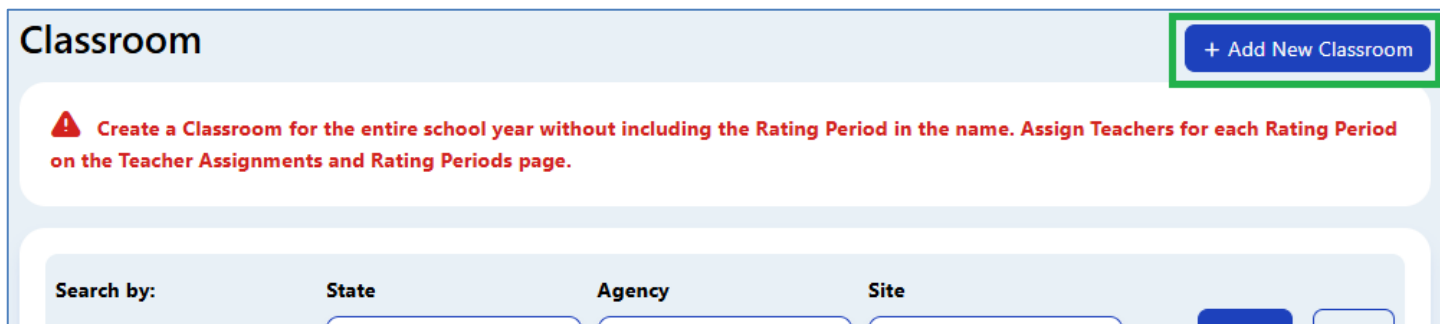


Figure 3-2. Add New Classroom

3. The **Add Classroom** window will appear (*Figure 3-3*).
4. Enter the name of the **Classroom**.
5. Select the **Site** in the filter box.
6. Select **Save**.

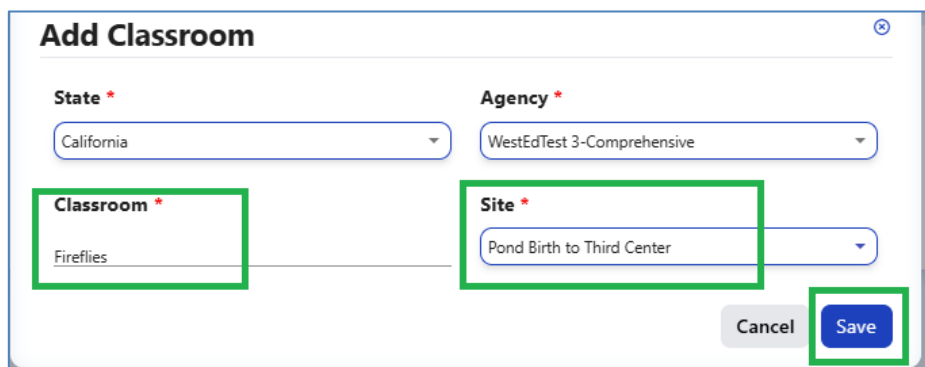


Figure 3-3. Add Classroom Window

7. To complete classroom creation, return to the **Setup Menu**.
8. Select **Teacher Assignments and Rating Periods**.

9. Select the blue **+ Add Teachers and Rating Periods** button to complete classroom creation (*Figure 2-3 on page 3*).

See the [Adding Classrooms in DRDP Online for Administrators](#) tipsheet for more detailed information.

4. Manage Enrollment

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

1. To re-enroll children, select **Manage Enrollment** from the left navigation menu. Then select **Search & Management Enrollment** (*Figure 4-1*).

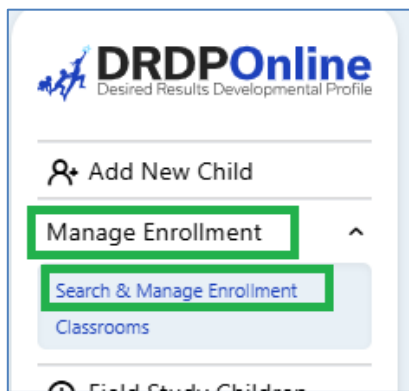


Figure 4-1. Search & Management Enrollment

2. You will be directed to the **Manage Enrollment** page.
3. Use the drop-down boxes to filter your Site, which is required, and optionally filter by Child Age/Grade Instrument, Agency, Rating period, and Classroom for more specific results (*Figure 4-2 below*).
4. Select **Search**.

Manage Enrollment

First Name:

Last Name:

Child Age/Grade Instrument

DRDP ID:

Statewide Student Identifier (10-digit SSID)

First Name

Last Name

Preschool

DRDP ID

Statewide Student Identifier (10-di

Agency ID:

DOB

State

Agency *

Site *

Agency ID

mm/dd/yyyy

California

WestEdTest 3-Comprehensi...

Selected Site: 1

Rating Period

Classroom

Search

Clear

Spring 2025

Selected Classroom: 1

Select All

Transfer

Re-Enroll

Withdraw from Agency

Select

Last Name

First Name

Enrollment

DOB

Site

Class

Teacher

Agency Enrollment

Agency Withdrawal

Age/Instrument

View Student

☐

Wiggins

Leilani

DRDP 2015

07/28/19

Glitter Sparkles

Luis Aquirre (teacher)

08/14/23

Preschool

Figure 3-2. Management Enrollment

This screen (*Figure 3-2 above*) offers the **Select All** feature to select all children or specific children. Once a child or children are selected, you may **Transfer**, **Re-enroll**, or **Withdraw from the Agency** (*Figure 3-3*).

Transfer moves children to a different classroom with a different classroom name within your agency, for example, transfer from Room A to Room B.

Transfer

Re-enroll moves children into the same classroom (the classroom name must be an exact match) in a new rating period. For example, re-enroll from Room A (in the fall) to Room A (in the spring).

Re-Enroll

Withdraw from Agency leaves the child's history intact while removing the child from your agency. It also makes them available for other agencies to enroll the child.

Withdraw from Agency

Figure 3-3. Transfer, Re-enroll, and Withdraw Options

The definitions for these terms are available below and at the upper right of each button.
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- **Transfer:** A child or group of children is moving from one class to another, either within the same Rating Period or a new Rating Period, e.g., from Spring 2025 Apples class to the Spring 2025 Bananas class or from Spring 2025 Apples class to the Fall 2025 Bananas class.
- **Re-enroll:** Children are remaining in the same class but entering a new Rating Period, e.g., re-enrolling from the Spring 2025 Apples class to the Fall 2025 Apples class.
- **Withdrawal:** The child is no longer enrolled in the program/agency (Note: An end date is required for this option.)

4.1. Option: Transfer

Definition: Moving a child from one classroom to a different classroom or site.

5. Check the box to the left of the child/children's name you wish to transfer (*Figure 4.1-1*).
6. Select the **Transfer** button.

Select	Last Name	First Name	Enrollment	DOB	Site	Class	Teacher	Agency Enrollment	Agency Withdrawal	Age/Instrument	View Student
☐	Schuman	Emilio	DRDP 2015	04/14/19	Glitter	Sparkles	Luis Aguirre (teacher)	08/21/23	02/24/25	Transitional Kindergarten	View Student
☐	Neville	Gary	DRDP 2015	04/17/22	Glitter	Sparkles	Luis Aguirre (teacher)	01/10/25		Infant Toddler	View Student

Figure 4.1-1. Transfer Confirmation

7. The **Batch Transfer Confirmation** window will appear. Complete all the information marked with a red asterisk (*): **Transfer Rating Period**, **Site**, **Classroom**, **Age Group/Instrument**, and **Classroom Enrollment Date** (*Figure 4.1-2*).
8. Select the **Transfer Child** button. (Individuals or groups of children can be transferred.)

Batch Transfer Confirmation

Selected Children
Andrew C

Transfer Rating Period *
Summer 2026

Transfer to: Site *
Glitter

Transfer to: Classroom *
Kings

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

Classroom Enrollment Date *
6/1/2026

Comment
Comment

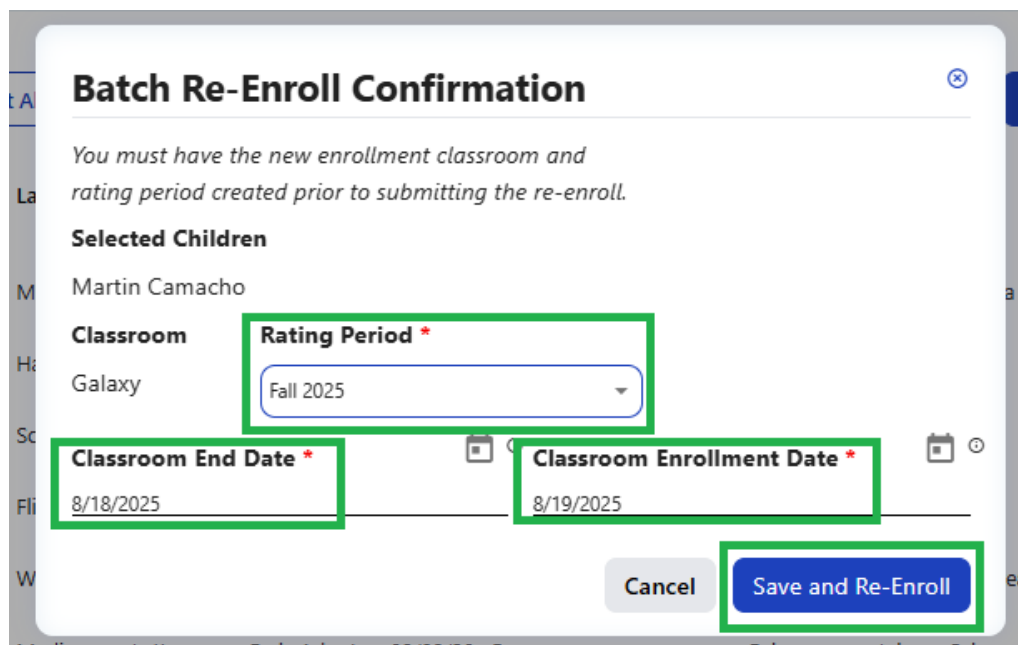
Cancel **Transfer Child**

Figure 4.1-2. Transfer Confirmation

4.2. Option: Re-enroll

Definition: Keeping children in the same classroom but moving them from the previous Rating Period to a new Rating Period.

1. Check the box to the left of the child/children's name you wish to re-enroll (see *Figure 4.1-1* above).
2. 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."
3. The **Batch Re-Enroll Confirmation** window will appear. Select the **Rating Period**, **Classroom End Date**, and **Enrollment Date** (*Figure 4.2-1*).
4. Select the **Save and Re-enroll** button.



Batch Re-Enroll Confirmation

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

Selected Children
Martin Camacho

Classroom
Galaxy

Rating Period *
Fall 2025

Classroom End Date *
8/18/2025

Classroom Enrollment Date *
8/19/2025

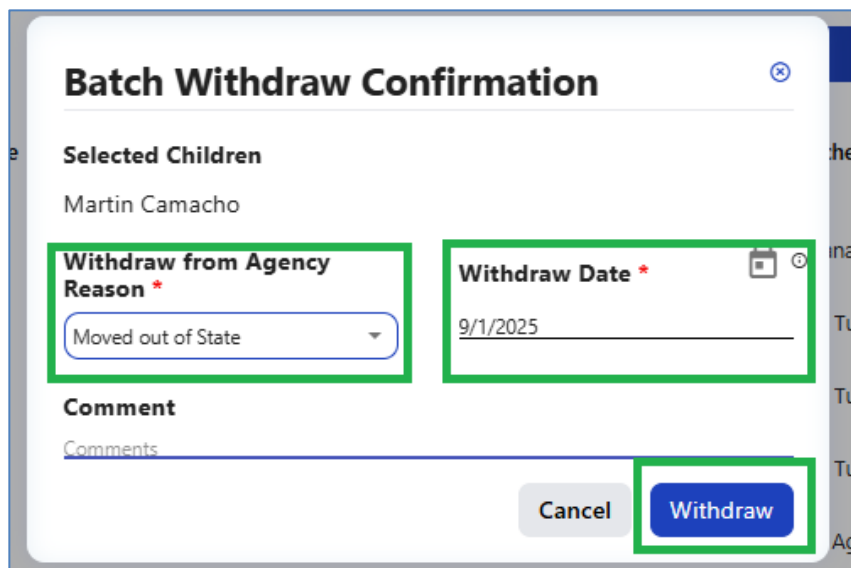
Cancel Save and Re-Enroll

Figure 4.2-1. Batch Re-Enroll Confirmation

4.3. Option: Withdraw

Definition: Child is no longer enrolled in the program/agency.

1. Complete the **Withdraw from Agency Reason** and **Withdraw Date**.
2. Select **Withdraw**. A **Comment** may be entered but is not required (see Figure 4.2-1 below).
3. A child who is withdrawn can now be added to a new agency/program with their data intact.



Batch Withdraw Confirmation

Selected Children
Martin Camacho

Withdraw from Agency Reason *
Moved out of State

Withdraw Date *
9/1/2025

Comment
Comments

Cancel Withdraw

Figure 4.3-1. Batch Withdraw Confirmation

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.