How to Reassign and Re-enroll Children

I. Move Child Records

Only administrators can re-enroll or reassign children. *Site administrators can reassign or re-enroll all children within a site.*

Reassign Child/Children: To move a child or children from one class to another within the same rating period, first search for the child or children that need to be moved. Once a list generates, select the red plus sign to the left of the child/children (see Figure 3). Those children selected will be added to a cart. (The white graduation cap at the top right corner indicates your cart.) When there are children in the cart, a red circle with the number of children will be displayed (See Figure 3.) Select the white graduation cap to view the children in the cart, then select the green **Manage Enrollment** button. A box will appear in which the site and classroom can be chosen. The child's information and ratings will be moved to the selected site and class for that rating period.

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Figure 3. Moving Children

Re-enroll Child/Children: Children can be re-enrolled from one assessment period to another. To re-enroll children, select **Search for Child/Enroll**. Like the steps for re-assigning children, once a list generates, select the red plus sign to the left of the child/children (see Figure 3) to move those children into the cart. Select the white graduation cap to view the children in the cart, then select the green **Manage Enrollment** button. When the box appears, select the rating period in which you wish to re-enroll the child/children. This will copy the child/children along with their information from a past

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rating period to the chosen rating period. DRDP measure ratings are not copied. Reenrolling a child from Rating Period A to B does not delete the child information from Rating Period A; it is copied into Rating Period B.

II. Helpful Resources for DRDP Online

To access complete information on DRDP Online and instructions for all users, visit the <u>DRDP Online</u> section on the Desired Results website <u>http://www.desiredresults.us</u>. Register for DRDP Online webinars on the <u>Training</u> section of the Desired Results website.