

How to Reassign and Re-enroll Children

I. Before reenrolling or reassigning children, please complete the following steps.

1. Select the view of the assessment for the agency.
 - Select Add/Edit.
 - Select Agency.
 - Select Search.
 - Select the pencil to the left of the agency.
 - Then select a view of the assessment for all age groups (even if you are not supporting that age group).
2. Check that all users are in the account.
 - Select User Accounts.
 - Search for all users and make sure all users are in your DRDP online system.
3. Add classes for the Fall 2022 rating period.
 - Select add/edit.
 - Select classes.
 - Select the green plus in the top right-hand corner and add classrooms for the Fall 2022 rating period. (We suggest naming the class using 18 for the year.)

II. 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, follow these steps.

1. Select **Search for Child/Enroll**.
2. Select the green search button on the screen.
3. Once a list generates, place a check in the box of the children you would like to move. You can select all by using the check mark at the top. Those children selected will be added to the red circle in the top right-hand corner.
4. Select the circle to see the children that are ready to be reenrolled or reassigned. You will have the option to Manage Enrollment.
5. Select the **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.

Desired Results Developmental Profile

Welcome

Johana Cabeza
WestEd Test 22
Data Demo

ADD NEW CHILD

SEARCH FOR CHILD / ENROLL

UNASSIGNED CHILDREN

MY CLASSES

INPUT RATING

DOWNLOAD DEMOGRAPHICS

REPORTS

RESOURCES

UPLOAD CENTER

USER ACCOUNTS

ADD/EDIT

- States
- Agencies
- Sites
- Teachers
- Classes
- Rating Periods

Results | child(ren) to reassign or reenroll

Filter

Items Per Page 10

<input type="checkbox"/>	<input type="checkbox"/>	Last Name	First Name	DOB	Site	Class	Teacher	Agency Enrollment	Agency Withdrawal	Age/Instrument
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Doppen	Abri	04/12/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ocon	Anna	06/30/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Monson	Ariana	03/24/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Glenna	Bryce	01/18/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rass	Charlie	01/13/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Rossing	Chloe	01/27/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Birch	Cici	02/14/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reitfor	Emily	10/11/2015	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Panson	Eric	03/02/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nickel	Erin	06/10/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten

Figure 3. Moving Children

III. Helpful Resources for DRDP Online

Visit the Desired Results website to access [DRDP Online information and instructions](#) for all users and register for [helpful webinars](#), including how to rate and understanding data and reports.