

How to Reassign and Re-enroll Children

Before Re-enrolling or Reassigning Children

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).
 - Lock the rating views.
2. Check that all users are in the account.
 - Select **User Accounts** on the left-hand side.
 - Search for all users and make sure all users are in your DRDP Online system.
 - Search by clicking on **Select Roles** and choosing one or more roles or by typing in the username or email address.
3. Add classes for the new rating period.
 - Select **Add/Edit**.
 - Select **Classes**.
 - Select the green **Add New Class** button on the upper right-hand corner and add classrooms for the new rating period.

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 **Rating Period** and **Class**.
3. Select the green search button on the screen.
4. Once a list is generated, 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.
5. Select the red circle by the house icon on the upper right-hand side to see the children that are ready to be re-enrolled or reassigned. You will have the option to **Manage Enrollment**.

6. 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.

The screenshot shows the 'Desired Results Developmental Profile' interface. On the left is a navigation menu with options like 'ADD NEW CHILD', 'SEARCH FOR CHILD / ENROLL', 'UNASSIGNED CHILDREN', 'MY CLASSES', 'INPUT RATING', 'DOWNLOAD DEMOGRAPHICS', 'REPORTS', 'RESOURCES', 'UPLOAD CENTER', 'USER ACCOUNTS', and 'ADD/EDIT' (with sub-options for States, Agencies, Sites, Teachers, Classes, and Rating Periods). The main area displays a table of children with columns for Last Name, First Name, DOB, Site, Class, Teacher, Agency Enrollment, Agency Withdrawal, and Age/Instrument. A blue arrow points to the 'Manage Enrollment' button (represented by a square icon) for the child 'Glenna Bryce'.

<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	08/30/2016	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 type="checkbox"/>	Glenna	Bryce	01/18/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rass	Charlie	01/13/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rossing	Chloe	01/27/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Birch	Cici	02/14/2016	River	PebblesK	Tamarra Osborne	07/24/2020		Kindergarten
<input checked="" type="checkbox"/>	<input 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 1. Moving Children

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 understand data and reports.