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

**Note**: A class or classes must be created in the new rating period before children can be enrolled.

1. Search for the child you want to re-enroll by selecting the **Search for Child/Enroll** option from the left navigation menu.

2. In the new window, enter the **First Name** and **Last Name** into the search boxes or select a site to view all children at that site.

3. Select **Search**.

4. The child list will appear below the search boxes under Results. Select the box next to the child’s (or children’s) name(s) you want to re-enroll.
To select all children in the search result, check the box in the header.

5. Once you have checked the boxes for the children you want to re-enroll, select the schoolhouse icon to view only the selected children.

6. The previously chosen child(ren) will automatically be checked off and you can now select **Manage Enrollment**.

7. On the Add Enrollment for [CHILD] screen, the child's/children's existing **State**, **Agency**, and **Site** should be automatically selected.

8. Under Rating Period, select the new rating period to which you want to re-enroll the child.
9. Under Select a Classroom, select the classroom in the new rating period for which the child will be enrolled.

This will copy the child(ren) and their information from a past rating period to the selected rating period. The child’s/children’s DRDP measure ratings are not copied. Re-enrolling a child from Rating Period A to B does not delete the child information from Rating Period A, but instead copies the child’s information into Rating Period B.

10. Once you have chosen the needed information, select the **Save** button.