

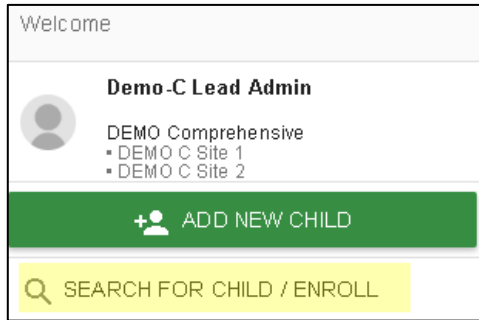
Re-enrolling Children Tip Sheet



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.

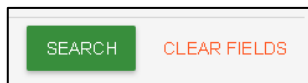
1. Search for the child you want to re-enroll by selecting the **Search for Child/Enroll** option from the left navigation menu.



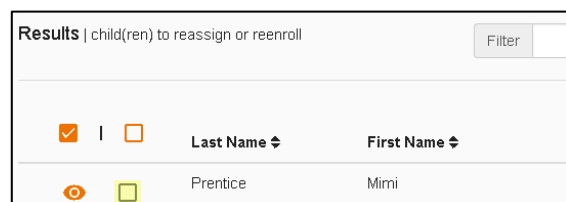
2. In the new window, enter the **First Name** and **Last Name** into the search boxes or select a site to view all children at that site.



3. Select **Search**.

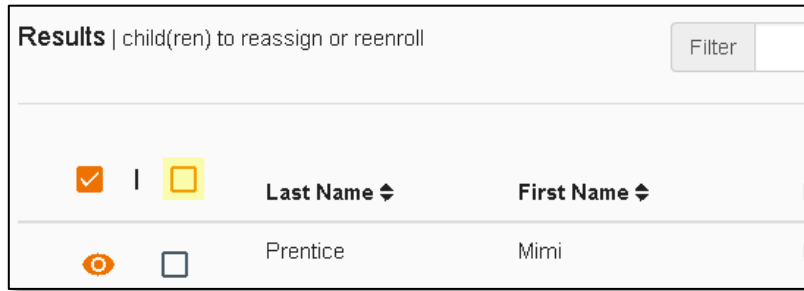


4. The child list will appear below the search boxes under Results. Select the box next to the child's (or children's) name(s) you want to re-enroll.

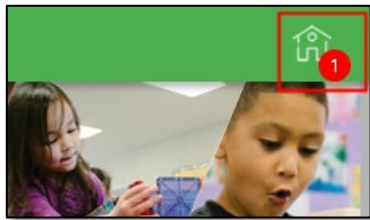




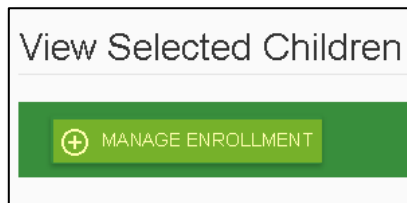
To select all children in the search result, check the box in the header.



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



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



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

Add Enrollment for Mimi Prentice

State
California

Agency
WestEd Center for Child and Fami...

Site
Default Site

- Under Rating Period, select the new rating period to which you want to re-enroll the child.



Rating Period

Fall 2018

Filter by name

- ✓ Fall 2014 (2014-15)
- ✓ Fall 2015 (2015-16)
- ✓ Fall 2016 (2016-17)
- ✓ Fall 2017 (2017-18)
- ✓ Fall 2018 (2018-19)

9. Under Select a Classroom, select the classroom in the new rating period for which the child will be enrolled.

Class

Select a Classroom

Filter by name

- ✓ 18 Kiwi (Fall 2018)
- ✓ 18 Pear (Fall 2018)

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.

SAVE CANCEL