

DRDP Online Tip Sheet



Re-Enrolling Children

1. Re-enrolling Children

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.

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

1. Select the Manage Enrollment tab from the left navigation menu. Then select Search & Management Enrollment (Figure 1.1).



Figure 1.1: Search & Management Enrollment

2. In the Manage Enrollment window, enter the **Site**, **Rating Period**, and **Classroom** to view all children at that specific site and classroom. Select **Search** (Figure 1.2 below).

The screenshot shows a search interface for child enrollment management. At the top, there are several dropdown menus for filtering: Agency ID, State (set to California), Agency (set to DEMO-Essential), and Site (set to Selected Site: 1). Below these are filters for Rating Period (set to Fall 2023) and Classroom (set to Selected Classroom: 1). A Search button and a Clear button are present. Below the filters are three main action buttons: Select All, Transfer, Re-Enroll, and Withdraw from Agency. A table below lists three children with columns for Select, Last Name, First Name, DOB, Site, Class, Teacher, Agency Enrollment, Agency Withdrawal, Age/Instrument, and View Student. The table data is as follows:

Select	Last Name	First Name	DOB	Site	Class	Teacher	Agency Enrollment	Agency Withdrawal	Age/Instrument	View Student
<input type="checkbox"/>	Grandovsky	Angel	04/27/18	Estie Site	Estie A	Gina Perez	08/12/21		Preschool	View Student
<input type="checkbox"/>	Shears	Billy	03/11/18	Estie Site	Estie A	Gina Perez	08/11/21	08/31/23	Preschool	View Student
<input type="checkbox"/>	Steppenwolf	Don	05/07/18	Estie Site	Estie A	Gina Perez	08/18/21	08/31/23	Preschool	View Student

Figure 1.2: Management Enrollment

The child(ren) list will appear below the search boxes (*Figure 1.2 above*). This screen has an option to select *all* children or *specific* children. Once the child or children are selected, you may Transfer, Re-enroll, or Withdraw from the Agency (*Figure 1.3 below*). For DRDP Online, the term *transfer* means that a child or group of children are moving from one class to another, e.g., from the Spring 2023 Apples class to the Fall 2023 Bananas class. The term *re-enroll* means that children are keeping the same class but going into a new rating period, e.g., re-enrolling from Spring 2023 Apples class to Fall 2023 Apples class.

The screenshot shows the 'Manage Enrollment' interface. On the left is a sidebar with navigation options: Add New Child, Manage Enrollment (with sub-options for Search & Management Enrollment and Classrooms), Input Rating, Download Demographics, Resources, Upload Center, User Accounts, Setup Menu, and News Items. A blue notification box in the sidebar says 'Reports *Prior to Fall 2023 Current Reports Coming Soon!'. The main content area has search filters for First Name, Last Name, Child Age/Grade Instrument, DRDP ID, and Statewide Student Identifier (10-digit SSID). Below these are the same Agency ID, State, Agency, Site, Rating Period, and Classroom filters as in Figure 1.2. A Search button and a Clear button are present. Below the filters are three main action buttons: Select All, Transfer, Re-Enroll, and Withdraw from Agency. The table below lists the same three children as in Figure 1.2.

Select	Last Name	First Name	DOB	Site	Class	Teacher	Agency Enrollment	Agency Withdrawal	Age/Instrument	View Student
<input type="checkbox"/>	Grandovsky	Angel	04/27/18	Estie Site	Estie A	Gina Perez	08/12/21		Preschool	View Student
<input type="checkbox"/>	Shears	Billy	03/11/18	Estie Site	Estie A	Gina Perez	08/11/21	08/31/23	Preschool	View Student

Figure 1.3: Manage Enrollment— Transfer, Re-enroll, or Withdraw from the Agency

Option: Transfer

Definition: Moving a child from one different classroom or site

Batch Transfer Confirmation: (see *Figure 1.4*)

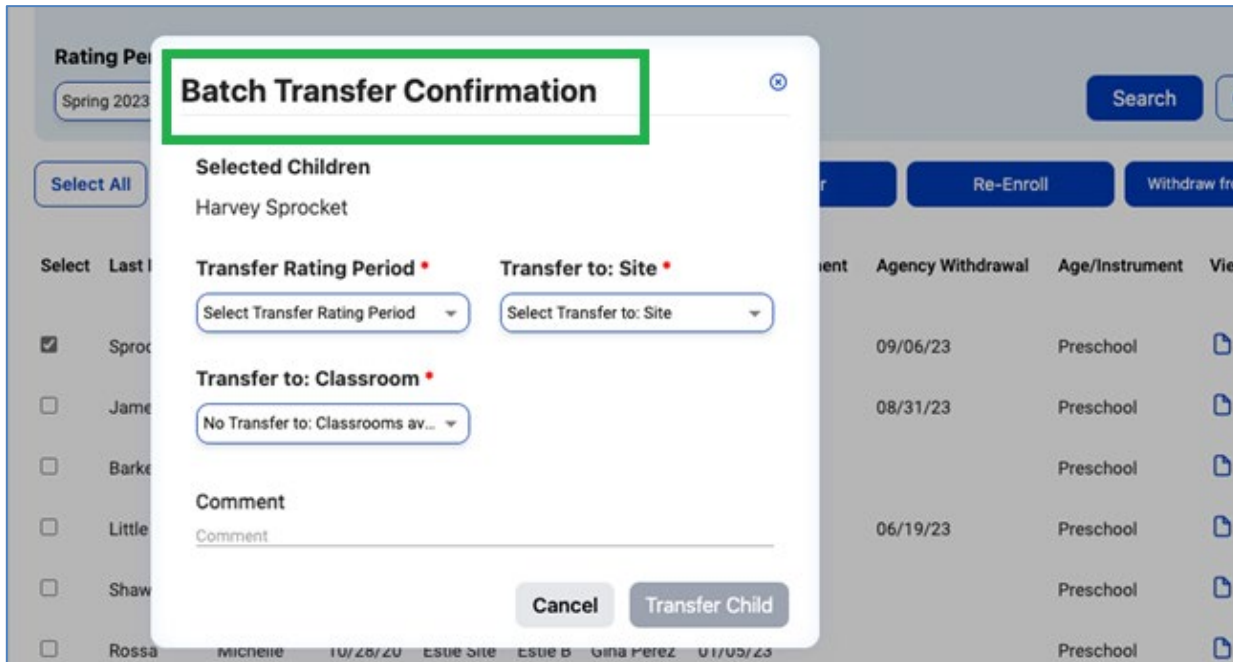


Figure 1.4: Batch Transfer Confirmation

Option: Re-enroll

Definition: Moving children from the previous rating period to a new one (e.g., Spring 2023 to Fall 2023)

Batch Re-Enroll Confirmation: (*Figure 1.5*)

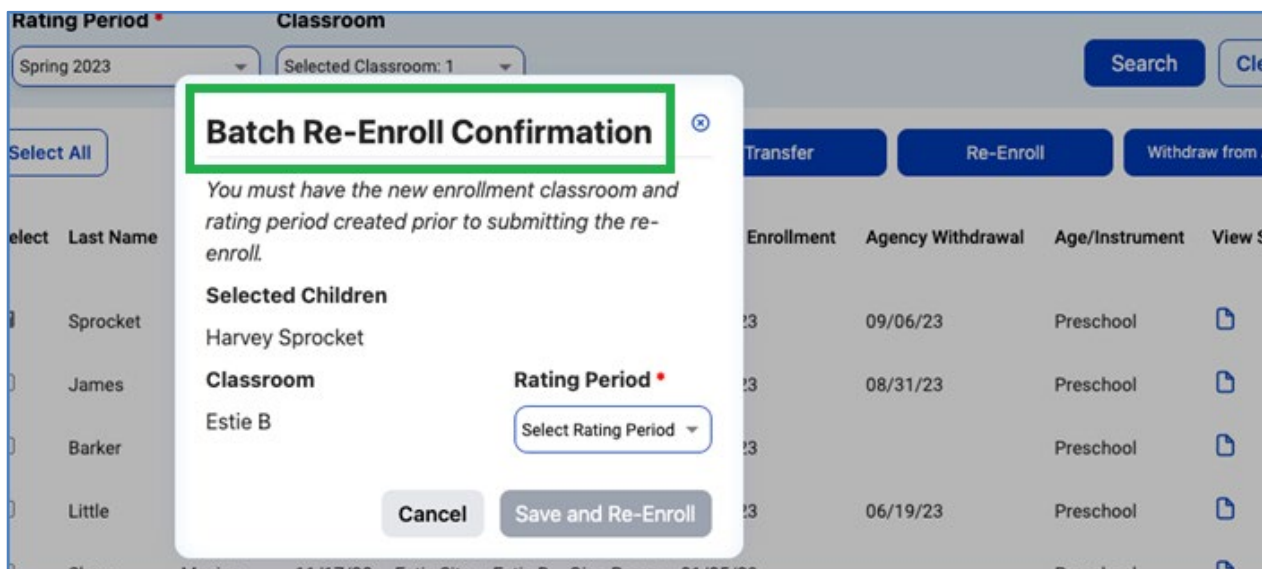


Figure 1.5: Batch Re-Enroll Confirmation

Option: Withdraw

Definition: No longer enrolled in the program/agency (Note: An end date is required for this option.)

Batch Confirmation: (Figure 1.6)

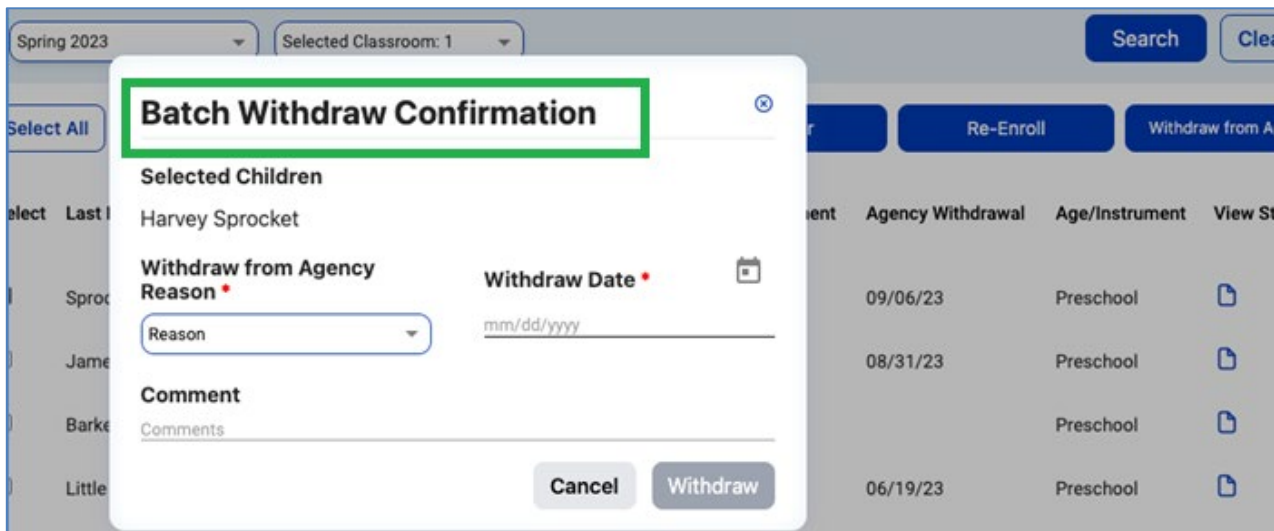


Figure 1.6: Batch Withdraw Confirmation

Once the child or children are selected, select the preferred option (Transfer, Re-enroll, or Withdraw).

Option	Sample
Transfer	Select the Rating Period , Site , and Classroom , then select Transfer Child .
Re-enroll	Select the Rating Period , then select Save and Re-Enroll .
Withdraw	Select the Reason from the dropdown menu, the Withdraw Date (a comment is optional), then choose Withdraw .

2. Helpful Resources for DRDP Online

- To access additional instructions, tip sheets, and video tutorials for DRDP Online, visit the [Desired Results for Children and Families/DRDP Online Resources webpage](#).
- Register for a one-hour [DRDP Online webinar](#) and earn professional development hours.
- Sign up for the [DRDP Online Update](#) weekly email bulletin.
- Subscribe to the [WestEd DRDP Resources](#) YouTube channel.