DRDP Online Tip Sheet

Re-Enrolling Children in DRDP Online 2023 for Administrators

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 & Ma**nagement 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*).

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.

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

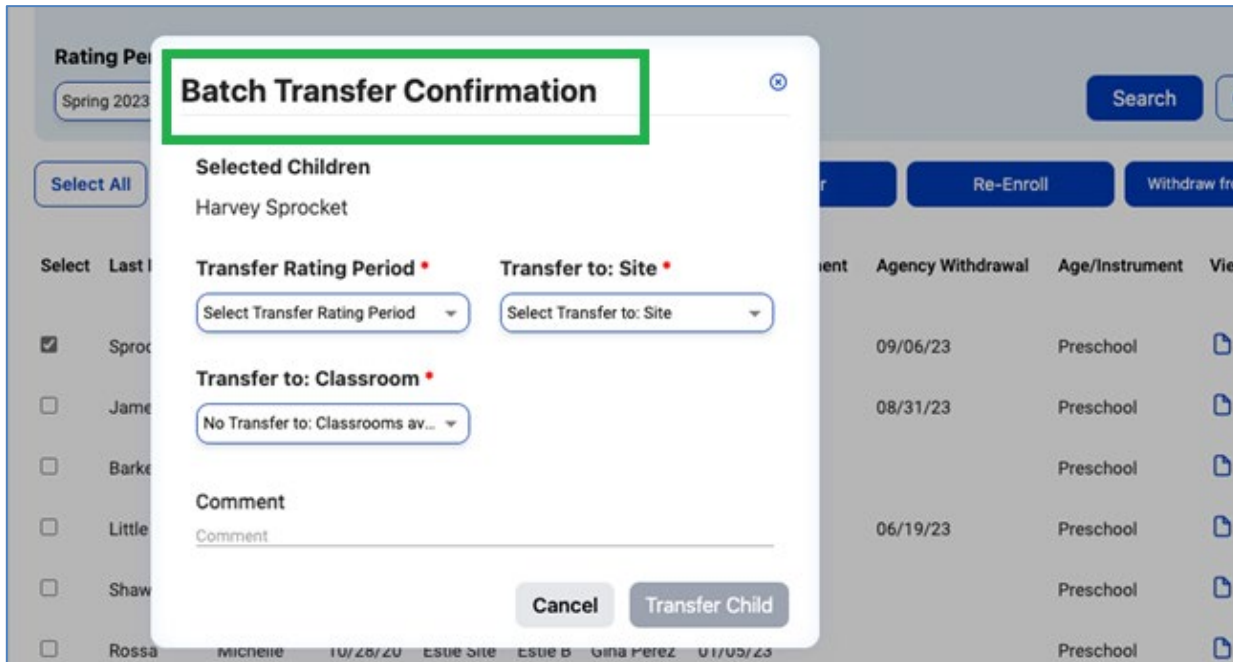**Batch Transfer Confirmation:** (see *Figure 1.4*)

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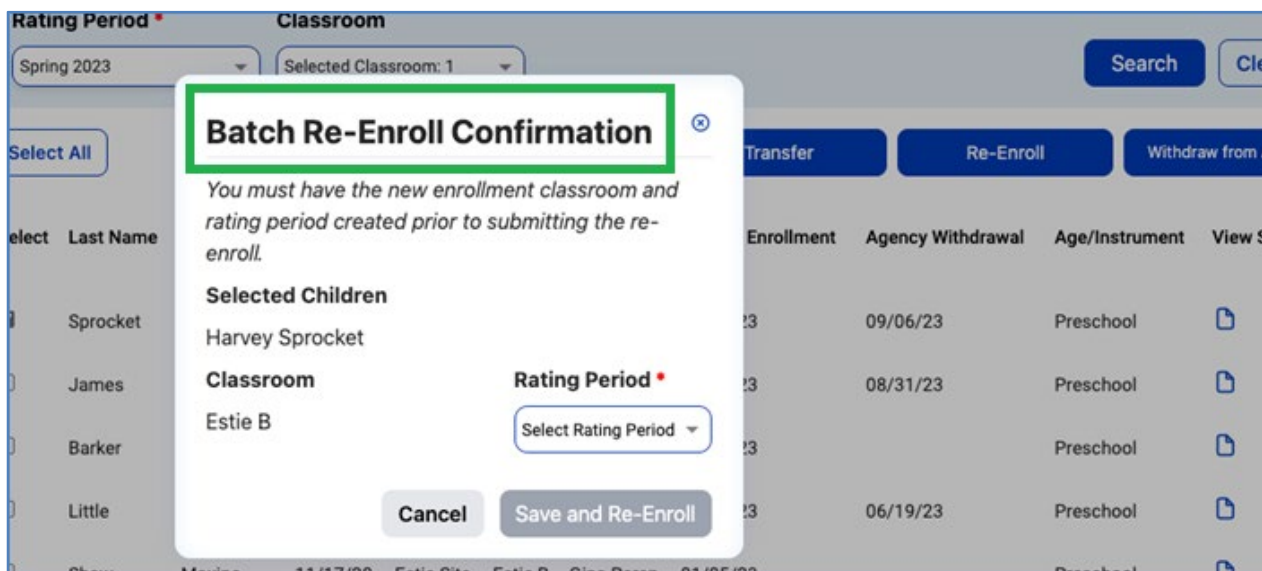
Batch Re-Enroll Confirmation: (*Figure 1.5*)

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.)

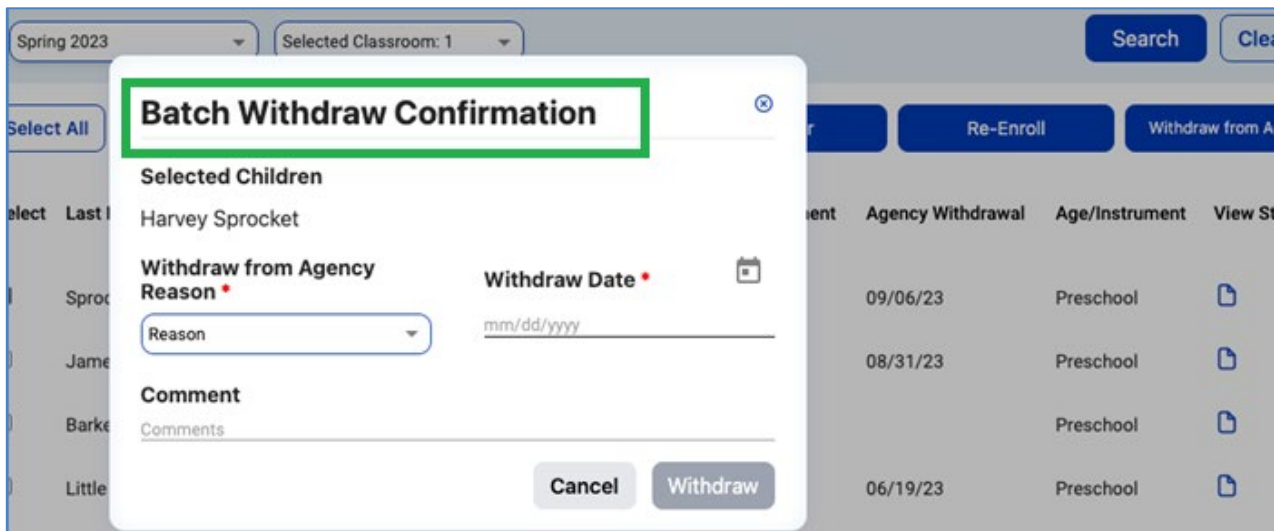**Batch Confirmation:** (*Figure 1.6*)

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.