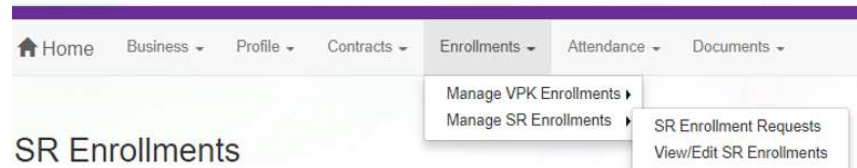


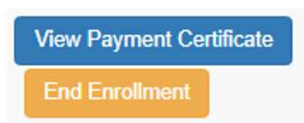
SR Enrollments in the Provider Portal

Terminate an Enrollment

- Navigate to the “Enrollments” tab > Manage SR Enrollments > View/Edit SR Enrollments.

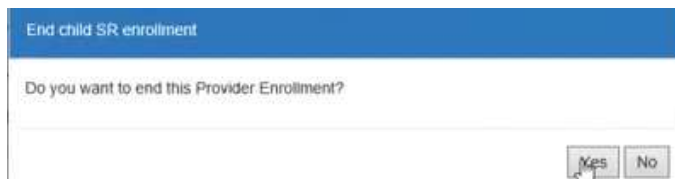


- A table will display with current SR enrollments. Scroll to the right end of the table to view the **View Payment Certificate** and **End Enrollment** buttons in the Action column.



>>Scroll to the Right to view these buttons

- Click **End Enrollment**. A confirmation screen will pop up. Click **Yes**.



- Another screen will pop up to enter the End Enrollment details. Complete the form in its entirety. Click **Save** and this will terminate the child’s enrollment.

- After terminating an SR enrollment, please notify Family Services staff that you have terminated the child so staff can follow up with the family.
- Terminations must be completed **prior** to submitting SR attendance for the month.