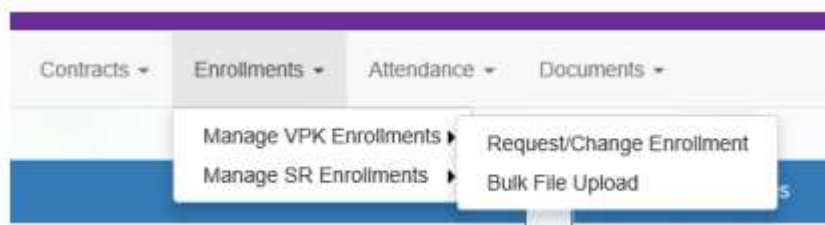


VPK Enrollments in the Provider Portal

Change a Child's Anticipated Start Date

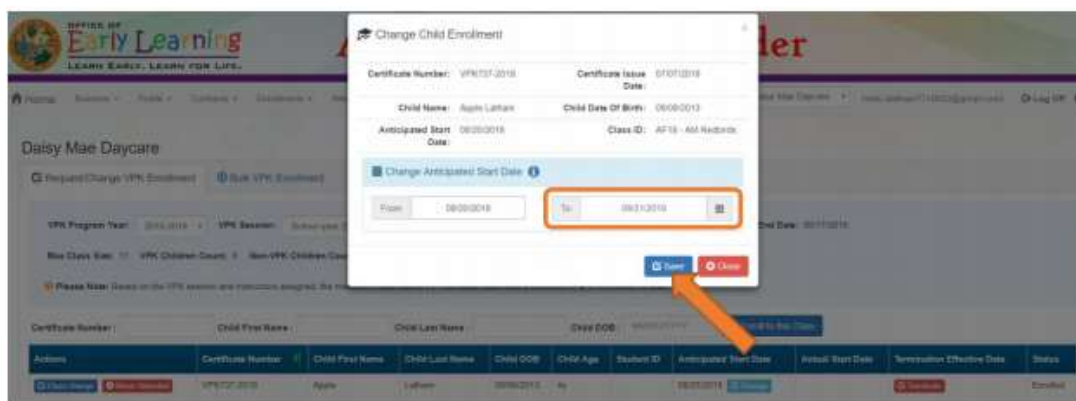
- Prior to attendance being entered for a child, the system will display their *Anticipated Start Date*. Once attendance is completed for the first month of the child's attendance, the *Anticipated Start Date* changes to the *Actual Start Date* and the option to change is no longer available. To change the Anticipated Start Date:
- Navigate to the "Enrollments" tab > Manage VPK Enrollments > Request/Change Enrollment.



- Ensure the correct VPK Program Year, Session and Class are selected.

Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Please choose valid program year, session and class from drop downs to see results										

- Locate the child on your enrollment list and click **Change** within the Anticipated Start Date column.



- The current start date populates in the *From* field. Enter the new start date in the *To* field. Click **Save** to commit the new date or click **Close** to abandon the date change and close the window. This feature does not require coalition approval.