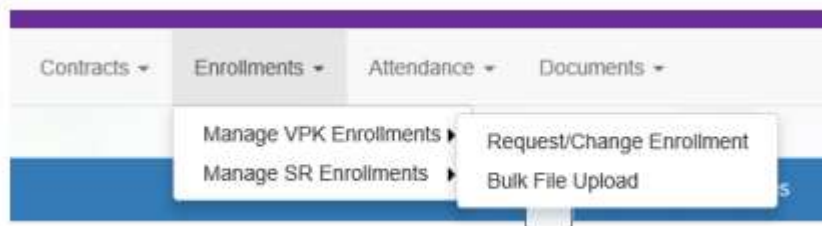


VPK Enrollments in the Provider Portal

Remove Enrollment for a Child who Never Attended

- The **Never Attended** feature should be used to remove a child from a class completed by the child never attended. By clicking Never Attended, the child’s enrollment will be cancelled, and attendance/reimbursement cannot be completed. This feature is only available until the Actual Start Date is recorded through the attendance process. When the Actual Start Date is populated, the **Never Attended** button is no longer available.
- Navigate to the “Enrollments” tab > Manage VPK Enrollments > Request/Change Enrollment.



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

Request/Change VPK Enrollment | Bulk VPK Enrollment

VPK Program Year: --Select-- VPK Session: --Select-- VPK Class: --Select-- Class Start Date: Class End Date:

Max Class Size: 0 VPK Children Count: 0 Non-VPK Children Count: 0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 0. The class must have a minimum of 4 VPK children to start.

Certificate Number: Child First Name: Child Last Name: Child DOB: MM/DD/YYYY [Enroll to this Class](#)

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 **Never Attended** within the Actions column.

Daisy Mae Daycare

Request/Change VPK Enrollment | Bulk VPK Enrollment

VPK Program Year: 2015-2016 VPK Session: School year (140 hours) VPK Class: AF 18 - Art Feedback Class Start Date: 08/01/2016 Class End Date: 05/17/2016

Max Class Size: 11 VPK Children Count: 0 Non-VPK Children Count: 0

Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.

Certificate Number: Child First Name: Child Last Name: Child DOB: MM/DD/YYYY [Enroll to this Class](#)

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
View Details Never Attended	VPK137-2016	Apple	Lafam	08/09/2013	4y		08/01/2016	08/01/2016		Enrolled

- A window displays. Click **Yes** to remove the child or click **No** to abandon the removal and close the window. This feature does not require coalition approval.

The screenshot shows a web application window titled "VPK Enrollment". A modal dialog box is open with a red header that reads "Remove VPK Enrollment - Child Never Attended". The dialog contains the following text:

Are you sure you want to remove **Marcus Latham** from the provider site?

By clicking **Yes**, you certify that:

- the child never attended class.
- no VPK instructional hours were used, and
- reimbursement will not be sought.

This feature will remove the child from your site and the family may request enrollment with a different provider. No attendance or reimbursement may be sought.

If your intention is to transfer the child to a different classroom, use the [Change Class](#) feature.

If the child attended class, VPK instructional hours were used, and reimbursement is needed, use the [Terminate](#) feature.

At the bottom of the dialog are two buttons: a green "Yes" button and an orange "No" button.

- Removing an enrollment changes the record status to Enrollment Cancelled. You will receive an email informing you that the enrollment was removed and no attendance or reimbursement may be sought. The family will receive an email to inform them that the enrollment was cancelled; instructions are provided to log into the Family Portal to download the child's COE and select another VPK provider.