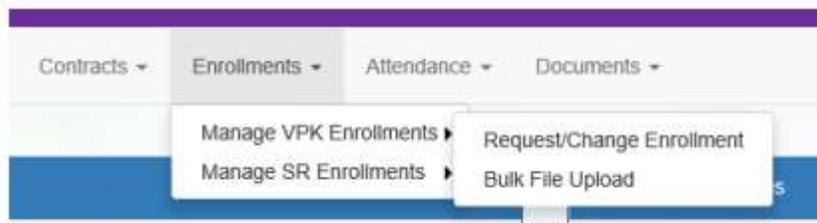


VPK Enrollments in the Provider Portal

Request a Class Change

- Once a child's status is Enrolled, a class change may be requested if the child is transferring from one class to another.
- Please note, a class change should not be requested if the child never attended in the first assigned classroom. In that case, the enrollment from the first class should be removed (see Removing Enrollment for a child who never attended) and then a new enrollment request should be sent for the correct classroom.**
- 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 **Class Change** within the Actions column.

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
Class Change	VPK1212018	Apple	Lafon	03/06/2013	4y		08/06/2018	08/06/2018	08/06/2018	Enrolled

- A window displays. The current class populates in the *From* field. Select the new class in the *To* field and enter the Transfer Effective Date (the first date the child will attend the new class). Click **Submit Request** to send the request to the coalition or click **Close** to abandon the change and close the window. This feature requires coalition approval.

- Now that the class transfer request is submitted, the child appears on the roster for both classes. In the *From* class, the child's status is Enrolled. In the *To* class, the child's status is Enrolled- Change Requested.
- When approved, the *From* class has a termination effective date (same as the transfer effective date). If the termination effective date has not passed, the status is Enrolled. When the termination effective date occurs, the status will be Enrollment Ended.
- When approved, the *To* class is Enrolled with an Anticipated Start Date and Actual Start Date (same as the transfer effective date).
- If rejected, you will receive an email notification. The request no longer appears in the *To* class and the child remains enrolled in the *From* class.
- If attempting to transfer a child to a classroom that is full, you will receive an error message stating "Target class is full. Please choose a valid class or select the swap child feature.". You may either select a different classroom with an open spot for the child or click the box to choose a child to swap spots with.

Change Child Enrollment ✕

Certificate Number: VPK752-2018 Certificate Issue Date: 07/29/2018

Child Name: Blue Fairy Latham Child Date Of Birth: 08/08/2013

Anticipated Start Date: 12/10/2018 Class ID: BF18 - Forest Room

Transfer Child Class ℹ

Coalition approval required

From: To:

Transfer Effective Date: ⋮

Swap spot with enrolled child from selected class.

Target class is full. Please choose a valid class or select the swap child feature.