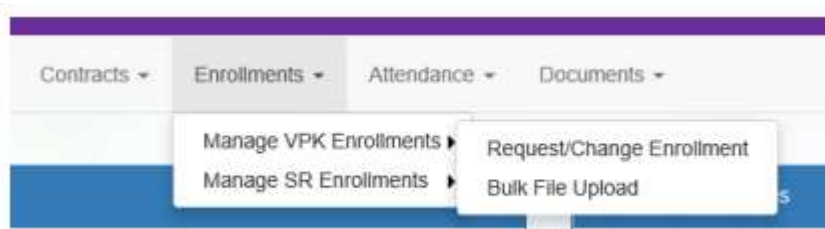


VPK Enrollments in the Provider Portal

Entering a new VPK enrollment request

- 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.										

- Enter the Certificate Number, Child First Name, Last Name and DOB.
- Click “Enroll to this Class”.

Request/Change VPK Enrollment | Bulk VPK Enrollment

VPK Program Year: 2018-2019 | VPK Session: School year (54) hours | VPK Class: APK - All Methods | Class Start Date: 08/29/2018 | Class End Date: 05/17/2019

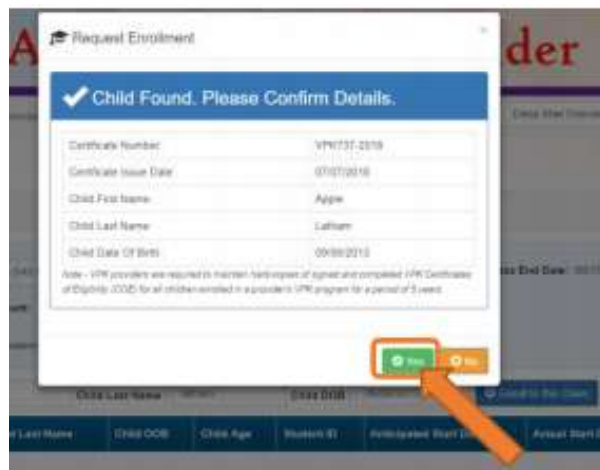
Max Class Size: 11 | VPK Children Count: 0 | Non-VPK Children Count: 0

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: WA137-2018 | Child First Name: WPK | Child Last Name: WPK | Child DOB: 08/29/2018 | [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
No records found for this class.										

- A confirmation message should appear to validate the child you are attempting to enroll. Click Yes to verify this is the correct child.



Enter the child's Anticipated Start Date. The enrollment request will be sent to the ELC for approval or rejection. If rejected, you will receive an email notification with an explanation. Once approved by the coalition, the child's status will change to **Enrolled** and the child will appear on your attendance roster.

Key Reminders:

The child's enrollment (and reimbursement) can only begin **on or after** the certificate issue date.

The County listed on the VPK certificate does not have to match the provider's county. The child is eligible to enroll in VPK in any Florida county. When an enrollment request is submitted by a provider, the county for service is automatically updated in EFS-Mod, delivering the request to the appropriate coalition.

When enrolling a child with a Reenrollment certificate, be sure to check the remaining hours as the child has already attended another program and may not be eligible for all remaining hours in your program.