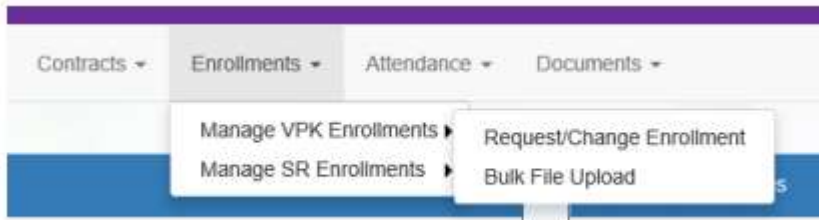


VPK Enrollments in the Provider Portal

Terminate Enrollment

- The **Terminate** feature should be used when a child attended a VPK program and has since stopped attending. If the child never attended the program, click the **Never Attended** button to cancel the enrollment. The termination date must be after the class start date.
- 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 **Terminate** within the Termination Effective Date column.

Daisy Mae Daycare

Request/Change VPK Enrollment | Bulk VPK Enrollment

VPK Program Year: 2016-2018 VPK Session: School year (45 hours) VPK Class: All 18 - All Available Class Start Date: 08/01/2016 Class End Date: 05/17/2018

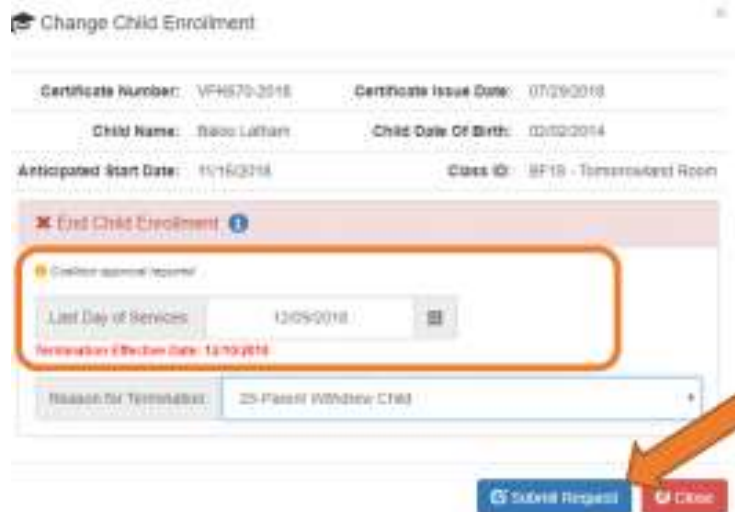
Max Class Size: 11 VPK Children Count: 0 Non-VPK Children Count: 0

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
Class Items Never Attended	VPK07-2016	Apple	Lafon	03-04-2013	4y		08/01/2016	Class	Terminate	Enroll

- A window displays. Enter the last day that service will be/were rendered and select the reason for termination. The Termination Effective Date is displayed below the Last Day of Services as one day after the last day of services. Therefore, the Termination Effective Date is the first day the child is NOT attending class. This feature requires coalition approval. Click **Submit Request** or click **Close** to abandon the termination request and close the window.



Change Child Enrollment

Certificate Number: VFH570-2018 Certificate Issue Date: 07/29/2018

Child Name: Isaac Latham Child Date Of Birth: 02/02/2014

Anticipated Start Date: 11/16/2018 Class ID: BF18 - Translated Room

End Child Enrollment

Coalition approval required

Last Day of Services: 12/05/2018

Termination Effective Date: 12/06/2018

Reason for Termination: 25-Parent Withdraws Child

Submit Request Close

- When the termination request is submitted, the child appears on the class’s enrollment roster as “Enrolled- Change Requested”. When the termination request is approved and the termination effective date has not passed, the status is Enrolled. When the termination effective date occurs, the status will be Enrollment Ended. If rejected, the child remains enrolled in the class.