Quick Guide to Accept/Reject Enrollment

ELCMC Early Learning Coalition of Marion County, Inc.

1) From your provider dashboard
   a. Click on *Enrollments Tab*
2) Click the carrot *Manage SR Enrollments*
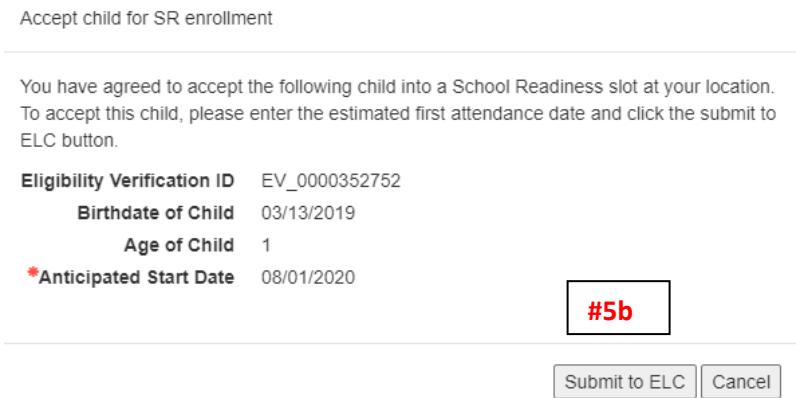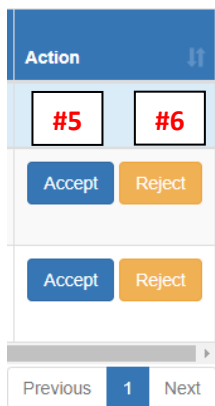   a. Click on *SR Enrollment Requests*
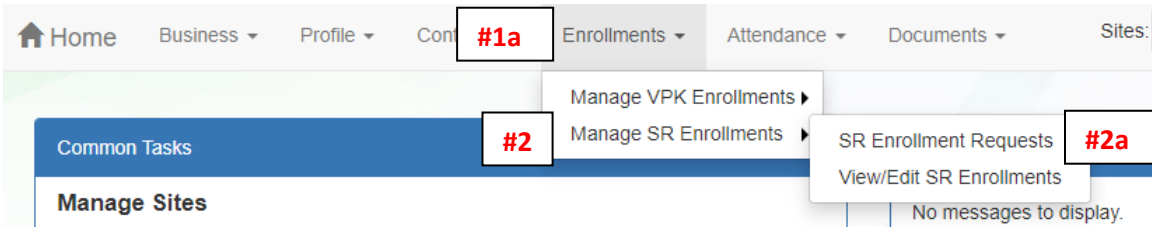
3) Locate the child by the parent's name (note: you can use the filter fields to narrow your search)

4) Scroll all the way to the right.
5) To accept the enrollment, click the *Accept* button
   a. a pop up will appear for you to confirm you want to accept the enrollment
   b. Click *Submit to ELC*

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6) To reject the enrollment, click the *Reject* button
    a. A pop up will appear for you to complete the rejection process
    b. Click on the carrot to select a reason for the rejection
    c. Write in a comment
    d. Click *Submit to ELC*

Reject child for SR enrollment

You have chosen to reject this School Readiness enrollment request.

Please Select a Reject Reason *

Select a Reject Reason ⌄   **#6b**

Comments

#6c

#6d

Submit to ELC   Cancel

#6b Rejection Reasons

Please Select a Reject Reason *

Select a Reject Reason ⌄
Select a Reject Reason
No Availability At Capacity
Prior Issues With Family
Unpaid Parent Fees
Provider Not Accepting Age Group
No Previous Contact With Parent
Child Was Previously Dismissed
Other
No Response by Provider within time
Enrollment Request Canceled by ELC
Eligibility has ended for the enrollment request