

1) From your provider dashboard

a. Click on Enrollments Tab

2) Click the carrot *Manage SR Enrollments* a. Click on *SR Enrollment Requests* 

A Home	Business 🔻	Profile 🔻	Cont #	1a	Enrollments -	Attendance	e 🔹 Documents 👻	Sites:
Common Tasks				#2	Manage VPK Enrollments  Manage SR Enrollments  S		SR Enrollment Requests #2a	<b>#2</b> a
Manage	Sites						No messages to d	isplay.

3) Locate the child by the parent's name (note: you can use the filter fields to narrow your search)

SR Enrollment Req	uests						
🗐 Manage SR Enrollment Requst	ts For '						
Show 10 v entries							
Eligibility Verication	Birthdate of Child	Age of Child	Parent Name #3				
Filter	Filter	Filter	Filter				
EV_0000352752	03/13/2019	1					
EV_0000486085	07/16/2015	5					
<ul> <li>Showing 1 to 2 of 2 entries</li> <li>4) Scroll all the way to t</li> <li>5) To accept the enrolln</li> <li>a. a pop up will</li> <li>b. Click Submit</li> </ul>	he right. nent, click the <u>Accept</u> appear for you to cor <u>to ELC</u>	button ıfirm you want to acce	#4 ept the enrollment				
	Accept child for SR	Accept child for SR enrollment					
Action #5 #6	You have agreed to To accept this child, ELC button.	You have agreed to accept the following child into a School Readiness slot at your location. To accept this child, please enter the estimated first attendance date and click the submit to ELC button.					
Accept Reject	Eligibility Verificat	ion ID EV_0000352752					

Birthdate of Child 03/13/2019 Age of Child 1 \*Anticipated Start Date 08/01/2020

**#5b** 

Submit to ELC

Cancel

Next

Accept

Previous



**Quick Guide to Accept/Reject Enrollment** 

- 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 enrollmen	t request.	
Please Select a Reject Reason* Select a Reject Reason		
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 regu	est	