Enrollment
Data Entry

ChildPlus defaults to the current Program Term. If other Program Terms are listed, select the appropriate one. The information displayed in the details windows is based on the selected Program Term.

New

A new application for an individual that has not been waitlisted, accepted, or enrolled.

Waitlist

An applicant that is waiting for a slot to become available.

Multiple location preferences can be added and ranked in order of priority.

Use Report 2025 - Enrollment Priority Listing to show the selection criteria.
Abandon

An individual that never made it into the program. They completed an application, but should no longer be included in your reports.

Accept

A child or pregnant woman has met the eligibility criteria and has completed the enrollment process.

Accept Karina Saxton

First day of Accepted status 7/20/16

Accept to Faith House Center Classroom A Funding Head Start - 04CH1300.013 - ACF ...

Accept Cancel

Enroll

Enrolled (or any variation of) means a child has been accepted and attended at least one class for center-based or family child care option or at least one home visit for the home-based option.

Enroll Karina Saxton

First day of Enrolled status 8/15/16

Entry Date 8/18/16

Enroll at Faith House Center Classroom A Funding Head Start - 04CH1300.013 - ACF ...

Enroll Cancel

1. The Entry Date defaults from the date of enrollment. This field may be changed. The Entry Date controls the participant's Health Requirements compliance (i.e. 45-90 days), the Enroll Date controls attendance.

2. A Classroom must be assigned in order to Enroll.

Prior to enrollment, multiple location preferences can be added and ranked. After a participant is enrolled, Location Preferences must be manually added.
Transfer

Use this option to transfer a participant to another Classroom or Site.

1. From the drop-down, select the new Site/Classroom where the participant will attend.
2. Enter the last date the participant attended the previous Classroom. ChildPlus automatically calculates the date of the first day the participant attends the new Site/Classroom.

If attendance is locked, you are not able to Transfer or Drop a participant.

Drop

A participant once enrolled in your program but left before the end of the program term.

1. Enter the date of the last day the participant attended.
2. Select from the drop-down the reason the participant is no longer in the program.

If a participant is enrolled in Early Head Start and dropped due to Aged Out of the Program, use the available drop-down to designate where they Transitioned to. This field is used in the PIR calculations for A.20.b.1-3.
If there is a possibility the participant will re-enroll at a later date, the option is available to put this participant back on the Waitlist.

**Drop/Wait**

A participant that has left your program but wants to be placed back on your waitlist for possible re-enrollment.

If the participant is put on **Drop/Wait**, you can manage location preferences.

**Re-Enroll (Enroll)**

A child has been accepted and attended at least one class, has received at least one home visit, or has received at least one direct service while pending completion of necessary documentation for attendance in a center.

1. The **Entry Date** defaults from the date of enrollment. This field may be changed. The **Entry Date** controls the participant’s **Health Requirements** compliance (i.e. 45-90 days). The **Enroll Date** controls attendance.
2. A **Classroom** must be assigned in order to Enroll.

If the participant returns during the current **Program Term**, you will re-enroll. ChildPlus defaults to the last **Classroom** the participant was in, if necessary, change the **Classroom** prior to re-enrolling.
After changing the participant’s status, the Enrollment History will reflect the revisions to the participant’s enrollment information.

Click Edit Enrollment History to make changes to the participant’s enrollment records.
Click More for additional options.

* Your system administrator sets access for this feature.
Once the application process is complete through the Add Family function, users can edit via Entry Express; this method works best when accepting, assigning classrooms and enrolling a group of participants.

This module opens the Select Which Participants to Include screen.

1. Check the available options to determine the participants to be included in the Enrollment status.
2. Click Find.
Complete all fields as required by the specific action.

1. To include multiple participants in the same action, click the checkbox to the right of their name. The action(s) selected are performed on all checked participants.

Useful Reports

- **Report 2025 - Enrollment Priority Listing**
  - Waitlisted, Accepted

- **Report 2190 - Preliminary Center Roster**
  - Assign classrooms

- **Report 2125 - Participant Alphabetical List**
  - Current list of enrolled participants
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<th>Status</th>
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<th>End Date</th>
<th>Location Program Option</th>
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