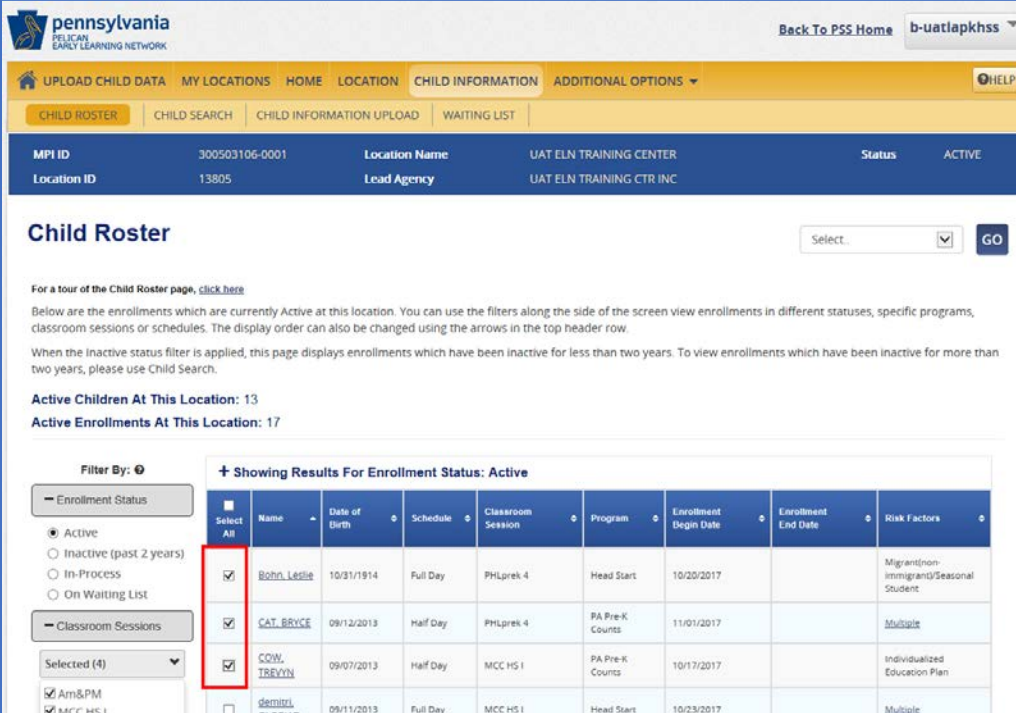


# CREATE CHILD ENROLLMENTS

## TIP SHEET



**Child Roster**

For a tour of the Child Roster page, [click here](#).

Below are the enrollments which are currently Active at this location. You can use the filters along the side of the screen view enrollments in different statuses, specific programs, classroom sessions or schedules. The display order can also be changed using the arrows in the top header row.

When the inactive status filter is applied, this page displays enrollments which have been inactive for less than two years. To view enrollments which have been inactive for more than two years, please use Child Search.

**Active Children At This Location:** 13  
**Active Enrollments At This Location:** 17

Filter By:  Enrollment Status

- Active
- Inactive (past 2 years)
- In-Process
- On Waiting List

Classroom Sessions: Selected (4)

- Am&PM
- MCC HS 1

Select All	Name	Date of Birth	Schedule	Classroom Session	Program	Enrollment Begin Date	Enrollment End Date	Risk Factors
<input checked="" type="checkbox"/>	Bohn, Leslie	10/31/1914	Full Day	PHLprek 4	Head Start	10/20/2017		Migrant/Non-Immigrant/Seasonal Student
<input checked="" type="checkbox"/>	CAT, BRUCE	09/12/2013	Half Day	PHLprek 4	PA Pre-K Counts	11/01/2017		Multiple
<input checked="" type="checkbox"/>	COW, TREVYN	09/07/2013	Half Day	MCC HS 1	PA Pre-K Counts	10/17/2017		Individualized Education Plan
<input type="checkbox"/>	demetri	09/11/2013	Full Day	MCC HS 1	Head Start	10/23/2017		Multiple

Providers can select one or more children from the **Child Roster** and enroll them in one action by:

1. Selecting one or more child records,
2. Click CREATE ENROLLMENT.

Number of Results: 17      Page 1 of 1      Children Selected: 3

**CREATE ENROLLMENT**    END DATE ENROLLMENT    CREATE NEW CHILD    CHILD UPLOAD SUMMARY

**pennsylvania**  
DEPARTMENT OF HUMAN SERVICES

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## CREATE CHILD ENROLLMENTS

### TIP SHEET

### Create Enrollments

3 enrollments will be created when you click SAVE.

Please enter all the necessary information below to create enrollments for the selected children.

Location: UAT ELN TRAINING CENTER

<p>Classroom Session: <i>(required)</i></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select...</span> <span>▼</span> </div>	<p>Program: <i>(required)</i></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select...</span> <span>▼</span> </div>
<p>Sub-Program: <i>(required)</i></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select...</span> <span>▼</span> </div>	<p>Lead Agency - Grant ID: <i>(required)</i></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select...</span> <span>▼</span> </div>
<p>Funding Source: <i>(required)</i></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select...</span> <span>▼</span> </div>	<p>Enrollment Begin Date: <i>(required)</i></p> <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
<p>Days for this Session: <i>(required)</i></p> <div style="display: flex; align-items: center;"> <input style="width: 30px; height: 20px; border: 1px solid #ccc; margin-right: 5px;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select...</span> <span>▼</span> </div> </div>	<p>Hours for this Session: <i>(required)</i></p> <div style="display: flex; align-items: center;"> <input style="width: 30px; height: 20px; border: 1px solid #ccc; margin-right: 5px;" type="text"/> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select...</span> <span>▼</span> </div> </div>
<p>Schedule for this Session: <i>(required)</i></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between; align-items: center;"> <span>Select...</span> <span>▼</span> </div>	

CANCEL
SAVE

The **Create Enrollments** pop-out screen displays.

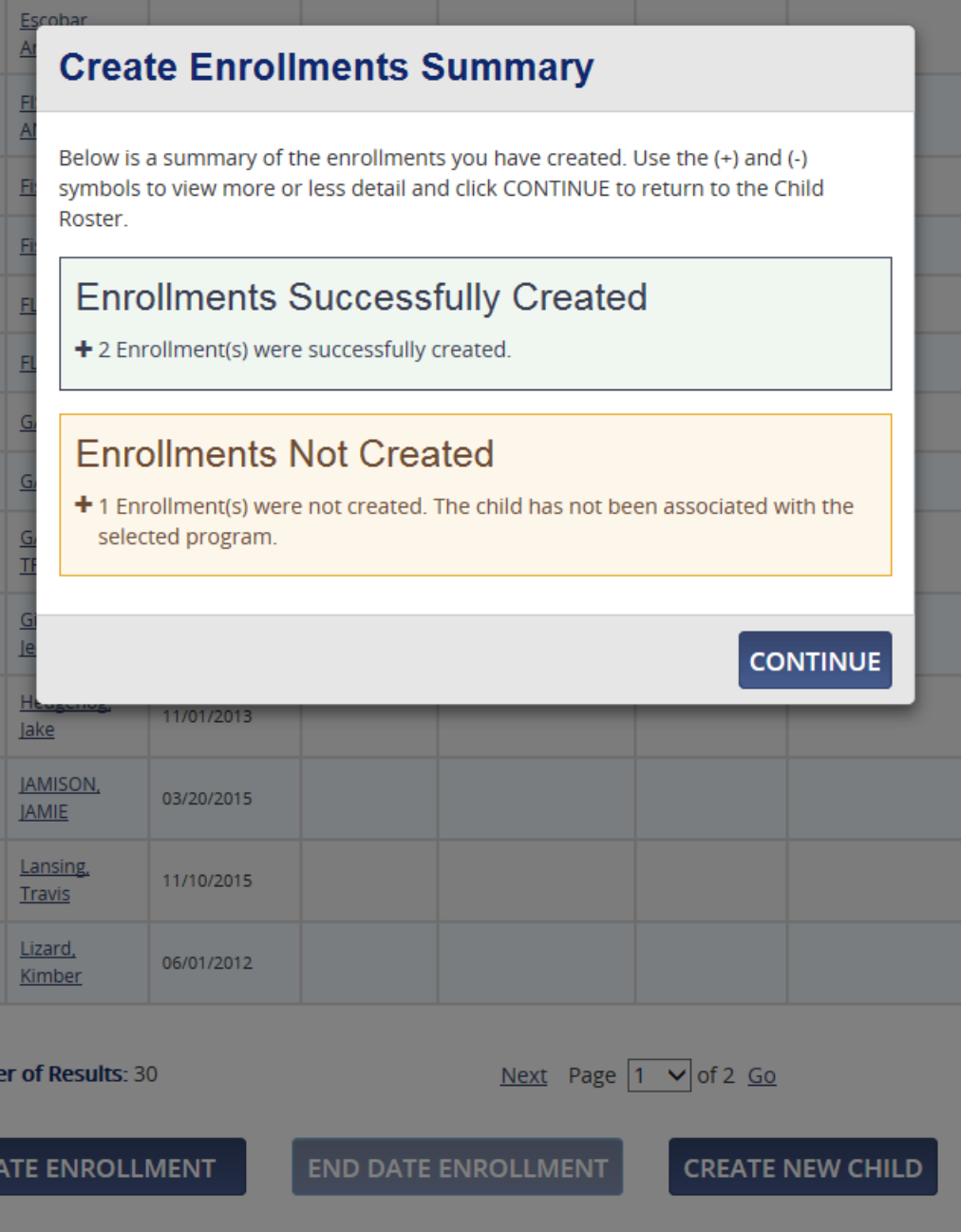
Complete ALL required fields by selecting from the drop-down options or entering the data requested.

Click [**SAVE**] to create the enrollment(s) for the child(ren) selected.

NOTE: When multiple children are selected, all enrollments are created with the same information entered on the **Create Enrollments** page.

## CREATE CHILD ENROLLMENTS

### TIP SHEET



**Create Enrollments Summary**

Below is a summary of the enrollments you have created. Use the (+) and (-) symbols to view more or less detail and click CONTINUE to return to the Child Roster.

**Enrollments Successfully Created**  
+ 2 Enrollment(s) were successfully created.

**Enrollments Not Created**  
+ 1 Enrollment(s) were not created. The child has not been associated with the selected program.

**CONTINUE**

Escobar, Jake	11/01/2013			
JAMISON, JAMIE	03/20/2015			
Lansing, Travis	11/10/2015			
Lizard, Kimber	06/01/2012			

Number of Results: 30      Next Page  of 2 Go

**CREATE ENROLLMENT**      **END DATE ENROLLMENT**      **CREATE NEW CHILD**

The **Create Enrollments Summary** pop-out provides detail on those enrollments successfully created and those not created.

Click the + symbol to see the child(ren) for whom enrollments were and were not created.

Click [**CONTINUE**] to return to the **Child Roster**.