There are four types of end dating processes within PELICAN:

- **End-Dating a Child Enrollment** – Ends a child’s enrollment in a specific program in a classroom session.
- **End-Dating Staff from a Classroom Session** – Ends a staff member’s assignment to a classroom session.
- **End-Dating Staff from a Location** – Ends a staff member’s assignment to a location.
- **End-Dating a Classroom Session** – Ends a classroom session at a location.

It is important to understand the difference between end dating and deleting:

- **End-dating** – Closes an enrollment, classroom session, or staff assignment. The history details of that information is maintained (such as saving the history of a child’s previous enrollments.)

- **Deleting** – Removes all information about the enrollment, classroom session, or staff assignment without maintaining the history. For instance, a classroom session that is moving to a new physical location would be end dated, while a classroom session that was created incorrectly would be deleted.

**Do not delete a record unless the information was entered in error.**
End-Dating Child Enrollment

The *End-Date Enrollments* function allows users to end-date enrollment(s) for a child or children selected on the *Child Roster*. To end-date a child or children’s enrollment record(s), follow the steps below:

a. Select the radio button for each child on the *Child Roster* to be end-dated or Select All.
b. Once the records are selected, the **END-DATE ENROLLMENT** button is activated.

c. Click the **END-DATE ENROLLMENT** button.

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**End-Date Enrollments**

1 Enrollments will be end-dated when you select SAVE.

Please select the Enrollment End Date and the Enrollment End Date Reason for the enrollments you are modifying.

**Enrollment End Date:** (required)

**Enrollment End Date Reason:** (required)

- CANCEL
- SAVE
1. Enter the required **Enrollment End Date** by typing in the date (MM/DD/YYYY).
2. Enter the **Enrollment End Date Reason** by selecting the appropriate reason from the dropdown list.
3. Click [SAVE] to validate the enrollment information.
4. Click the [CANCEL] button to return to the previous screen without making changes.

The *End-Date Enrollments Summary* pop-out is displayed.

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**End-Date Enrollments Summary**

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

- **Enrollments Successfully End Dated**
  - + 10 Enrollment(s) were successfully end dated.

- **Enrollments Not End Dated**
  - − 2 Enrollment(s) were not end dated because they were not in Active status.
    - Winkeler, Kirsten
    - Fallon, Jimmy

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The *End-Date Enrollments Summary* screen provides a summary of the enrollments which were and were not end-dated when the end-date enrollment action is completed on multiple child records.

Click on the [+ ] to expand the view and display the children’s names.

Click the [CONTINUE] button to close the summary and return to the *Child Roster* screen with the selected child records end-dated.
END-DATe STAFF FROM A CLASSROOM SESSION

Navigate to the Location Information screen by selecting LOCATION from the ELN header menu, then LOCATION INFORMATION from the sub-navigation menu.

a. Click on the [Classroom Session Name] link that the staff member should be end-dated for.
The Classroom Session Summary screen is displayed.
b. Click the action dropdown arrow on the right side of the appropriate staff member to edit their information.

The *Staff Member Information* pop-out displays.
c. Enter the **Staff Classroom Session End Date** and click the [SAVE] button to confirm the end date was updated on the *Classroom Session Summary* screen.

If problems occur when end dating staff from a classroom session, it is likely due to the following reason:

- Staff cannot be end dated from a classroom session if they are the Lead Teacher unless they are the only active staff associated with that classroom session. If the staff member being end dated is the Lead
Teacher and there is other active staff associated with the classroom session, an error message occurs saying “This staff member is currently active in at least one classroom session. Please end date them in the classroom session(s) before changing their employment status to inactive.” To resolve this error, assign another staff member as the Lead Teacher and then end date the staff member.

END-DATE STAFF FROM A LOCATION

Navigate to the Staff Summary screen by selecting LOCATION from the ELN header menu, then STAFF from the sub-navigation menu.

The Staff Summary screen displays.

a. Click on the name of the staff to be end dated.
The **Staff Information Summary** screen is displayed.

b. Scroll down to the **Location Specific Information** section of the screen.

c. Click the action dropdown arrow to edit the location specific information the staff member is connected to.
The *Location Specific Information* screen is displayed.

![Location Specific Information Screen]

- **d.** Enter an **Inactive Date.**
- **e.** Select an **Inactive Reason** from the dropdown list.
- **f.** Click **[SAVE]** to return to the *Staff Information Summary* screen and view the updated information.

If problems occur when end dating staff from a location, it is likely due to the following reason:
- Staff cannot be end dated from a location if they are still active in a classroom session. If the staff is active in a classroom session, an error message occurs saying “This staff member is currently active in at least one classroom session. Please end date them in the classroom session(s) before changing their employment status to inactive.” To resolve this error, check each classroom session page and end date the staff from each classroom session in which they are active.

**END-DATE A CLASSROOM SESSION**
Navigate to the *Classroom Session Summary* from the *Location Information* screen.

- Click on the classroom session name to open the *Classroom Session Summary* screen.
b. Click the action dropdown arrow to open the *General Information* screen and edit the Classroom information.
c. Enter the **Classroom Session End Date** (DD/MM/YYYY) and click the **[SAVE]** button to update the classroom session status.

If problems occur when end dating a classroom session, contact the PELICAN Help Desk at 1-877-491-3818.