Enrollments - VPK

VPK Providers may manage VPK enrollment online by going to Enrollments> Manage VPK Enrollments. Two options are available: Request/Change Enrollment and Bulk File Upload.

Contracts -	Enrollments -	Attendance - Documents -	
	Manage VPK E	nrollments Request/Change Enrollment	
	Manage SR En	rollments Bulk File Upload s	

Request/Change Enrollment

This feature allows VPK Providers to request or change enrollment for children in verified classes submitted through the VPK Provider Application. To begin, select the VPK Program Year, VPK Session, and VPK Class.

Request/Change VPK Enrollment Bulk VPK Enrollment									
VPK Program Year: Select v VPK Class: Select v Class Start Date: Class Start Date: Class Start Date: Class Start Date:									
Max Class Size: 0 VPK Children Count: 0 Non-VPK Children Count:									
Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY CEnrol to this Class									
Actions Certificate Number 🗄 Child First Name Child Last Name Child DOB Child Age Student ID Anticipated Start Date Actual Start Date Termination Effective Date Status									
Please choose valid program year, session and class from drop downs to see results.									

With the VPK Program Year, VPK Session, and VPK Class selected, the class start date and end date appear as well as the max class size. This information is directly tied to the VPK Provider Application. For example, if there is one lead instructor for the school-year session submitted and verified on the VPK Provider Application, the max class size will be 11; if there are two instructors for the school-year session submitted and verified and verified on the VPK Provider Application the VPK Provider Application, the max class size will be 20.

Next, the VPK children count and Non-VPK children count are displayed. These two counts (summed together) cannot exceed the max class size. The Non-VPK children count is used to anonymously indicate private pay children participating in the VPK class. The Non-VPK children count defaults to zero. When the Non-VPK children count is used, the number of VPK children permitted in the class is reduced to maintain the max class size limit.

C Request/Change VPK Enrollment	Bulk VPK Enrollment										
VPK Program Year: 2018-2019 •	VPK Program Year: 2018-2019 • VPK Session: School-year (540 hours) • VPK Class: AF18 - AM Redbirds • Class Start Date: 08/20/2018 Class End Date: 05/17/2019										
Max Class Size: 11 VPK Children C	Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count: 3										
Please Note: Based on the VPK session	ion and instructors assigned, the n	maximum class size is 11. The class	must have a minimum	of 4 VPK childre	n to start.						
Certificate Number :	Child First Name :	Child Last Name :		Child DOB :	MM/DD/YYYY C Enroll	to this Class					
Actions Certificate Number	Child First Name Chil	ld Last Name Child DOB	Child Age S	itudent ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status			
No records found for this class.											

Enrolling a VPK Child

Using the child's approved Certificate of Eligibility (COE) provided by the family, enter the Certificate Number, Child First Name, Child Last Name, and Child DOB. Then, click **Enroll to this Class**. Note: The fields are not case sensitive, however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK###-YYYY).



The system verifies that the information entered matches a child with an approved COE for the VPK program year selected and that the child is not already enrolled (or in a non-eligible status for enrollment). Note: The county on the COE does not have to match the provider's county because the child has been deemed eligible to participate in the VPK program. The enrollment process automatically updates the child's county for service to the provider's county so the corresponding early learning coalition may manage the child's enrollment with the provider.

When a matching child is found and validations checks are successful, a confirmation message appears. To continue, click **Yes**.

Early Learning A	🔊 Request Enrollment	×	der	
Home Business - Profile - Contracts - Enrollments - Attende	Child Found. Please C	confirm Details.	Daisy Mae Daycare • Hello alatham77+0033@gmail.comt	G• Log Off
	Certificate Number:	VPK737-2018	and the second	
Daisy Mae Daycare	Certificate Issue Date:	07/07/2018	and the second	
C Desuration and Mark Second and A Dark Mark Second and	Child First Name:	Apple		
C Requestioninge VPR Enrollment	Child Last Name:	Latham		
	Child Date Of Birth:	09/09/2013		
VPK Program Year: 2018-2019 • VPK Session: School-year (540)	Note - VPK providers are required to maintain hard-o of Eligibility (COE) for all children enrolled in a provid	copies of signed and completed VPK Certificates der's VPK program for a period of 5 years.	iss End Date: 05/17/2019	
Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count:				
Please Note: Based on the VPK session and instructors assigned, the maxim		Ves O No		
Certificate Number : vpk737-2018 Child First Name : apple	Child Last Name : latham	Child DOB : 09/09/2013	Enroll to this Class	
Actions Certificate Number 12 Child First Name Child Last	Name Child DOB Child Age	Student ID Anticipated Start Da	Actual Start Date Termination Effective Date	Status
No records found for this class				

Next, the system asks for the Anticipated Start Date. This is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins. Note: An anticipated start date cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date (as displayed on the child's COE and listed in the enrollment window).

The system validates each enrollment request to make sure the max class size is not exceeded (based on the number of instructors assigned, the VPK session type, and current class enrollment count). To continue, click **Enroll Child**.

Early Learning A	Request Enrollment	>	der		
A Home Business - Profile - Contracts - Enrollments - Attenda	🖍 Please Fill Form	and Click Enroll Child.	Daisy Mae Daycare 🔹	Hello alatham77+0033@gmail.coml	G-Log Off
	Certificate Number:	VPK737-2018			
Daisy Mae Daycare	Certificate Issue Date:	07/07/2018			
	Child First Name:	Apple			
C Request/Change VPK Enroliment	Child Last Name:	Latham			
	Child Date Of Birth:	09/09/2013			
VPK Program Year: 2018-2019 VPK Session: School-year (540)	Class ID:	AF18 - AM Redbirds	iss End Date: 05/17/2019		
Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count:	Anticipated Start Date 🔹 🚯	08/20/2018			
Please Note: Based on the VPK session and instructors assigned, the maximum	Note - VPK providers are required to ma of Eligibility (COE) for all children enrolle	intain nard-copies of signed and completed VPK Certificates d in a provider's VPK program for a period of 5 years.			
Certificate Number : vpk737-2018 Child First Name : apple			Enroll to this Class		
Actions Certificate Number		• Enroll Child	Actual Start Date	Termination Effective Date	Status
No records found for this class.		;			

When the enrollment request is successful, the child appears on the class's enrollment roster as "Enrollment Submitted" and the coalition receives the enrollment request for review/approval/rejection. In addition, the family receives a notification that their child's enrollment is in progress.

C Request/Change	equest/Change VPK Enrollment											
VPK Program Ye Max Class Size: • Please Note: B	VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: AF18 - AM Redbirds Class Start Date: 08/20/2018 Class End Date: 05/17/2019 Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count: 3 Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.											
Certificate Number :	Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY C Enrol to this Class											
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status		
Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 🕑 Change			Enrollment Submitted		

While the enrollment request is being processed by the coalition, the status is updated on the enrollment roster. For example, the coalition has changed the status to Coalition Reviewing.

C Request/Change	Request/Change VPK Enrollment O Bulk VPK Enrollment											
VPK Program Yea	VPK Program Year: 2018-2019 • VPK Session: School-year (540 hours) • VPK Class: AF18 - AM Redbirds • Class Start Date: 08/20/2018 Class End Date: 05/17/2019											
Max Class Size:	Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Count: 3 •											
O Please Note: Ba	used on the VPK session an	d instructors assigned, th	e maximum class size i	s 11. The class n	nust have a min	imum of 4 VPK o	children to start.					
Certificate Number :	Ch	ild First Name :	Child	Last Name :		Child DO	B: MM/DD/YYYY	• Enroll to this Class				
Actions	s Certificate Number 🕴 Child First Name Child Last Name Child DOB Child Age Student ID Anticipated Start Date Actual Start Date Termination Effective Date Status											
Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 C Change			Coalition Reviewing		

If the coalition rejects or cancels the enrollment request, the child will no longer appear on the class roster. The VPK Director and family will receive an email notification. The family is instructed to download their child's COE from the Family Portal and re-start the enrollment process.

When the enrollment process is approved by the coalition, the child's status is Enrolled.

C Request/Change VPK Enrollme	Bulk VPK Enroll	ment									
VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: AF18 - AM Redbirds Class Start Date: 08/20/2018 Class End Date: 05/17/2019 Max Class Size: 11 VPK Children Count: 3 • • • Image: Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start. • •											
Certificate Number :	Child First Name :		Child Last Name :		Child DO	B: MM/DD/Y	YYYY O Enroll to the	s Class			
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status	
Class change Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 C Change		C Terminate	Enrolled	

Managing VPK Enrollment

The class roster has several features for managing enrollment. Providers may change the anticipated start date, request to move the child to another class, remove the child entirely from the roster because they never attended, or request a termination of services.

Change Anticipated Start Date

To change the child's anticipated state date, click **Change** within the Anticipated State Date column. A window displays. The current start date populates in the *From* field; enter the new start date in the *To* field. This feature does not require coalition approval. Click **Save** to commit the new date or click **Close** to abandon the date change and close the window. This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Change** button is no longer available.

Early Learn	ing	🔊 Cha	ange Child Enrollm	ient			×	ler		
LEARN EARLY, LEARN FOR	I LIFE.	Certifi	cate Number: VPK7:	37-2018	Certifica	te Issue 07/0 Date:	07/2018			
Home Business + Profile + Con	tracts - Enrollments -	Ane	Child Name: Apple	Latham	Child Date	Of Birth: 09/	09/2013	alsy that Daycale *		Le Log Off
Daisy Mae Daycare		Ant	icipated Start 08/20/ Date:	2018	0	lass ID: AF1	18 - AM Redbirds			
C Request/Change VPK Enrollment	Bulk VPK Enrollm	ent Ero	m 08/20/201	tart Date 🚯	To	08/21/2018				
VPK Program Year: 2018-2019 *	VPK Session: Scho	ol-year (f						End Date: 05/17/2019		
Max Class Size: 11 VPK Children Co	ount: 8 Non-VPK Child	d, the maximum survey				C s	ave O Close	J		
Certificate Number :	Child First Name :		Child Last Name :		Child DO	a: MM/DD/Y		oll to this Class		
Actions C	ertificate Number 1	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start D	Date Actual Star	t Date Termination Effective Date	Status
Class change O Never Attended V	PK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 G Cha	nge	(2) Terminate	Enrolled

Class Change

Once the child's status is *Enrolled*, a class change may be requested. To change the child's class, click **Class Change** within the Actions column. A window displays. The current class populates in the *From* field; select the new class in the *To* field and enter the Transfer Effective Date. The Transfer Effective Date should be the first day the child will attend the new class. This feature requires coalition approval. Click **Submit Request** to send the request to the coalition or click **Close** to abandon the class change and close the window.

Early Learning	Change Child Enrollment	ler
Home Business • Profile • Contracts • Errollments • Atte	Certificate Number: VFR/37-2018 Certificate Issue Date: 07/07/2018 Child Name: Apple Latham Child Date Of Birth: 09/09/2013 Anticipated Start Date: 08/20/2018 Class ID: AF18 - AM Redbirds	alsy Mae Daycare * Helio atatham7740033@gmail.com/ C+Log Off
Daisy Mae Daycare	Transfer Child Class 1	
Request/Change VPK Enrollment Dulk VPK Enrollment VPK Program Year: 2018-2019 • VPK Session: School-year (Max Class Size: 11 VPK Children Count: 8 Non-VPK Children Cou Please Note: Based on the VPK session and instructors assigned, the material of the VPK session and instructors assigned.	Cosition approval required From: AF18 - AM Redbirds To: BF18 - PM Bluebirds Transfer Effective Date: 08/20/2018 E C Submit Request O Close	End Date: 05/17/2019
Certificate Number : Child First Name :	Child Last Name : Child DOB : MM/DD/YY	moll to this Class
Actions Certificate Number 11 Child Fi	rst Name Child Last Name Child DOB Child Age Student ID Anticipat	Date Actual Start Date Termination Effective Date Status
CF Class change O Never Attended VPK737-2018 Apple	Latham 09/09/2013 4y 08/20/2018 0	Ci Terminato Enrolled

Now that the class transfer request is submitted, the child appears on the roster for both classes. In the *From* class, the child's status is Enrolled.

Daisy Mae Daycare										
C Request/Change VPK Enrollmer	Bulk VPK Enroll	ment								
VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: AF18 - AM Redbirds Class Start Date: 08/20/2018 Class End Date: 05/17/2019 Max Class Size: 11 VPK Children Count: 3 + Class Start Date: 08/20/2018 Class End Date: 05/17/2019 Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.										
Certificate Number :	Child First Name :		Child Last Name :		Child DC	B: MM/DD/Y	YYY O Enroll to this	Class		
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status
Class change O Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 G Change		C Terminate	Enrolled

In the *To* class, the child's status is Enrolled - Change Requested.

C Request/Change	Request/Change VPK Enrollment Bulk VPK Enrollment												
VPK Program Ye	VPK Program Year: 2018-2019 • VPK Session: School-year (540 hours) • VPK Class: BF18 • PM Bluebirds • Class Start Date: 08/20/2018 Class End Date: 05/17/2019												
Max Class Size:	Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0 •												
9 Please Note: B	ased on the VPK session and	d instructors assigned, th	e maximum class size i	s 11. The class	must have a mir	nimum of 4 VPK	Cchildren to start.						
Certificate Number :	Chi	ild First Name :	Child	Last Name :		Child D	OB: MM/DD/YYYY	Enroll to this Class					
Actions	Actions Certificate Number 🗄 Child First Name Child Last Name Child DOB Child Age Student ID Anticipated Start Date Actual Start Date Termination Effective Date Status												
• Never Attended	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018 Change			Enrolled - Change Requested			

When approved, the *From* class has a termination effective date (same as the transfer effective date). If the termination effective date has not passed, the status is Enrolled. When the termination effective date occurs, the status will be Enrollment Ended. No further actions can be taken on this enrollment.

C Request	Request/Change VPK Enrollment												
VPK Pro Max Clas	VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: AF18 - AM Redbirds Class Start Date: 08/20/2018 Class End Date: 05/17/2019 Max Class Size: 11 VPK Children Count: 3 • Class Start Date: 08/20/2018 Class End Date: 05/17/2019 Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.												
Certificate N	Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY O Enroll to this Class												
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status			
	VPK737-2018	Apple	Latham	09/09/2013	4y		08/20/2018		08/20/2018	Enrolled			

C Request/Change VPK Enrollment
 Bulk VPK Enrollment VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: BF18 - PM Bluebinds V Class Start Date: 08/20/2018 Class End Date: 05/17/2019 Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0 • • Please Note: Based on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start. Child Last Name : Child DOB : MM/DD/YYYY Certificate Number : Child First Name : Enroll to this Clar Certificate Number 🚦 Child First Name Child Last Name Child DOB Child Age Student ID Actions d Start Date Actual Start Date VPK737-2018 Class change ONever Attended Apple Latham 09/09/2013 4y GI

When approved, the *To* class is Enrolled with an anticipated start date (same as the transfer effective date).

When rejected, the request no longer appears in the *To* class. The child remains enrolled in the *From* class.

Class Change to a Full Class

If a provider wants to move a child from class BF18 to class AF18, but class AF18 is full, the class change can still be done.

Class BF18 is not full.

Daisy Mae Daycare					
C Request/Change VPK Enrollme	ent Bulk VPK Enrollment				
VPK Program Year: 2018-2019 Max Class Size: 11 VPK Child O Please Note: Based on the VPK	VPK Session: School-year (540 hours ren Count: 11 Non-VPK Children Count: C session and instructors assigned, the maximum of	VPK Class: BF18 - Forest R VPK class: BF18 - Forest R so v	Class Start Date: 08/13/20	18 Class End Date: 05/0	3/2019
Certificate Number :	Child First Name :	Child Last Name :	Child DOB : MM/DD/YYYY	Enroll to this Class	
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age
🗹 Class change	VPK752-2018	Blue Fairy	Latham	08/08/2013	5у
Class change	VPK754-2018	Cinderella	Latham	07/07/2013	5у
Class change	VPK758-2018	Cruella deVil	Latham	02/02/2013	5у
🗹 Class change	VPK823-2018	Snow White	Latham	01/01/2014	4y
🖸 Class change	VPK830-2018	Doc	Latham	09/09/2013	5у
🖸 Class change	VPK831-2018	Sleepy	Latham	10/12/2013	5у
	VPK832-2018	Нарру	Latham	08/08/2013	5у
Class change	VPK838-2018	Sneezy	Latham	11/11/2013	5у

Class AF18 is full.

Request/Change VPK Enro	Bulk VPK Enro	oliment				
VPK Program Year: 2018- Max Class Size: 11 VPK C • Please Note: Based on the	2019 VPK Session:	School-year (540 hours) VPK Class: Children Count: 0 v igned, the maximum class size is 11. The class	AF18 - Flower Room Class S as must have a minimum of 4 VPK child	tart Date: 08/13/2018 Class Env ren to start.	l Date: 05/03/2019	
ertificate Number :	Child First Name :	Child Last Name :	Child DOB :		to this Class	
ctions		Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age
3 Class change		VPK748-2018	Ariel	Latham	02/02/2014	4y
3 Class change		VPK751-2018	Bambi	Latham	01/01/2014	4y
Class change ONever Attended]	VPK753-2018	Pinocchio	Latham	12/12/2013	5y
Class change ONever Attended]	VPK820-2018	Turtle	Latham	04/04/2014	4y
Class change		VPK832-2018	Нарру	Latham	08/08/2013	5y
Class change]	VPK833-2018	Bashful	Latham	01/01/2014	5y
Class change Over Attended		VPK834-2018	Grumpy	Latham	02/12/2014	4y
Class change		VPK835-2018	Dopey	Latham	02/14/2014	4y
		VPK838-2018	Sneezy	Latham	11/11/2013	5y
Class change ONever Attended		VPK883-2018	Seahorse	Latham	01/01/2014	4y
Class change ONever Attended	1	VPK884-2018	Dolphin	Latham	01/01/2014	4y
provider wants to	o move Blue Fairy rollment	Latham to AF18 from BF1	8.			
Certificate Number:	VPK752-2018	Certificate Issue Date:	07/29/2018			
oeranoute maniper.						
Child Name:	Blue Fairy Latham	Child Date Of Birth:	08/08/2013			

Coalition a	pproval required		
From:	BF18 - Forest Room	To: -Select	~
Transfer	Effective Date:	MM/DD/YYYY	iii

The provider selects AF18 in the *To* field and enters the Transfer Effective Date. Once the <u>Submit Request</u> button is clicked, the provider receives a red message.

🗢 Change Child En	rollment		×
Certificate Number:	VPK752-2018	Certificate Issue Date:	07/29/2018
Child Name:	Blue Fairy Latham	Child Date Of Birth:	08/08/2013
Anticipated Start Date:	12/10/2018	Class ID:	BF18 - Forest Room
≓ Transfer Child Cl	ass 🚯		
Coalition approval require	d		
From: BF18 - Fo	rest Room	To: AF18 - Flower Ro	pom 🗸
Transfer Effective Da	ite:	02/27/2019	iii
Swap spot with enro	lled child from selected	I class.	
Target class is full. Please	e choose a valid class o	or select the swap child feature.	
		🗹 Subn	nit Request OClose

Now, the provider can either select a class that is not full, or select a child to swap with in the full class. Click the **Submit Request** button to complete the class change.

	VFK/32-2018	Certificate Issue Date:	07/29/2018
Child Name:	Blue Fairy Latham	Child Date Of Birth:	08/08/2013
nticipated Start Date:	12/10/2018	Class ID:	BF18 - Forest Room
# Transfer Child Cl	ass 🚺		
Ocalition approval require	a		
From: BF18 - Fo	rest Room	To: AF18 - Flower R	oom 🗸
Transfer Effective Da	ate:	02/27/2019	III
Swap spot with enro	lled child from selected	class.	
as on up spot marcine			



×

Never Attended

To remove a child from a class completely because they never attended, click **Never Attended** within the Actions column. A window displays. This feature does not require coalition approval. Click **Yes** to remove the child or click **No** to abandon the removal and close the window. Removing an enrollment changes the record's status to *Enrollment Cancelled* and the enrollment process starts over for the family. The provider's VPK Director will receive an email notification to inform them the enrollment is removed; no attendance or reimbursement may be sought. The child's record is no longer listed on the class enrollment roster or attendance roster in the Provider Portal. The family will receive an email notification to inform them the enrollment the enrollment for their child was cancelled; instructions are provided to log into the Family Portal to download the child's COE and select another VPK provider.

This feature is available until the actual start date is recorded through the attendance process. When the actual start date is populated in the column, the **Never Attended** button is no longer available.



Note: Be very careful with the **Never Attended** feature. If the intention is to transfer the child to a different classroom, use the **Class Change** feature. If the child attended class, VPK instructional hours were used, and reimbursement is needed, use the **Terminate** feature.

Terminate

To terminate a child's enrollment, click **Terminate** within the Termination Effective Date column. A window displays. Enter the last day that services will be/were rendered and select the reason for termination. The Termination Effective Date is displayed below the Last Day of Services as one day after the last day of services. Therefore, the Termination Effective Date is the first day the child is NOT attending class. This feature requires coalition approval. Click **Submit Request** to send the request to the coalition or click **Close** to abandon the termination request and close the window.

Early Learn for Life.	AI.PHA Test ~ Pro	vider
Home Business - Profile - Contracts - Enro	Certificate Number: VPK670-2018 Certificate Issue Date: 07/29/2018	Hello alatham77+0033@gmail.com! C+ Log Off 🚯
Lucky Dog Davcare	Child Name: Baloo Latham Child Date Of Birth: 02/02/2014	
	Anticipated Start Date: 11/16/2018 Class ID: BF18 - Tomorrowland Room	
	X End Child Enrollment 1	
VPK Program Year: 2018-2019 • VPK Session:	Coalition approval required	/2018 Class End Date: 05/31/2019
Max Class Size: 11 VPK Children Count: 11 Non-	Last Day of Services: 12/09/2018	
Reaso Note: Record on the V/0K consists and instructory	Termination Effective Date: 12/10/2018	
Prease Note. Dased on the VPR session and instructors	Reason for Termination: 25-Parent Withdrew Child	
Certificate Number : Child First Na		C Enroll to this Class
Actions Certificate Number	🗹 Submit Request 🔽 Close	Actual Start Date Termination Effective Date Status
Class change O Never Attended VPK670-2018	Baloo Latham 02/02/2014 4y 11/16/2018 @ Change	C Terminate Enrolled

When the termination request is submitted, the child appears on the class's enrollment roster as "Enrolled - Change Requested." The coalition will receive the termination request for review/approval/rejection.

C Request/Change VPK En	nrollment ③ Bulk V	PK Enrollment											
VPK Program Year: 201	18-2019 VPK Ses	sion: School-ye	ar (540 hours) 🔻	VPK Class	BF18 -	Tomorrowlan	d Room V Class St	art Date: 08/13/20	18 Class End Date: 05/3	1/2019			
Max Class Size: 11 VPK Children Count: 11 Non-VPK Children Count: 0 •													
Certificate Number :	Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD//YYY												
Actions	Certificate Number	Child First Name	Child Last Name	Child Last Name Child DOB		Student 06/04/201	Anticipated Start 8 Date	Actual Start Date	Termination Effective Date	Status			

When the termination request is approved and the termination effective date has not passed, the status is Enrolled. When the termination effective date occurs, the status will be Enrollment Ended. No further actions can be taken on this enrollment.

C Request/Change VPK Enrolln	nent ③ Bulk VPK I	Enrollment										
VPK Program Year: 2018-2019 VPK Session: School-year (540 hours) VPK Class: BF18 - Tomorrowland Room Class Start Date: 08/13/2018 Class End Date: 05/31/2019 Max Class Size: 11 VPK Children Count: 0 • Please Note: Bsed on the VPK session and instructors assigned, the maximum class size is 11. The class must have a minimum of 4 VPK children to start.												
Certificate Number :	Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY CEnroll to this Class											
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status		
	VPK670-2018	Baloo	Latnam	02/02/2014	4y		11/16/2018		12/10/2018	Enrolled		

When rejected, the child remains enrolled in the class.

C Request/Change VPK Enrollment	Request/Change VPK Enrollment O Bulk VPK Enrollment												
VPK Program Year: 2017-2018	VPK Program Year: 2017-2018 • VPK Session: Summer (300 hours) • VPK Class: BS17- Giraffes • Class Start Date: 06/04/2018 Class End Date: 08/03/2018												
Max Class Size: 12 VPK Children	Max Class Size: 12 VPK Children Count: 12 Non-VPK Children Count: 0 •												
Please Note: Based on the VPK set	sion and instructors assigned	ed, the maximum class	size is 12 . The class m	ust have a minir	mum of 4 VPK of	hildren to start.							
Certificate Number :	Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY C Enrol to this Class												
Actions	Certificate Number	Child First Name	Child Last Name	Child DOB	Child Age	Student ID	Anticipated Start Date	Actual Start Date	Termination Effective Date	Status			
Class change ONever Attended	VPK593-2017	March	Latham	09/09/2012	5y		06/04/2018 🕼 Change		C Terminate	Enrolled			

VPK Bulk Enrollment Process

In addition to the enrollment method described in "Enrolling a VPK Child," providers may submit enrollment requests to the coalition via a file process. To begin, click the **Bulk VPK Enrollment** tab. The bulk file processing page displays.

C Request/Change VPK Enrollment	Bulk VPK Enrollmen	nt									
Download CSV the template, add child details, and click the Upload button. Note: The MSID column is for public school use only. See the Provider Portal User Guide for more information. 20 Upload											
Actions Uploaded On H	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results		
No records found.											

Next, click on the link to download the **CSV file template**. The file may appear at the bottom of the computer screen depending on the user's browser.

C Request/Ch	hange VPK Enrollment	Bulk VPK Enrol	Iment							
Download CSV	/ file template, add child d	etails, and click the Upload	button. Note: The I	ASID column is fo	r public school use only. See the	Provider Portal User Guide for more inform	ation. 🚔 Upload			C Refresh
Actions	Upload . I	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results
No records fou	und.									
					Please contact your early I	earning coalition for immediate assistance				
		if y	ou are using an App	This site is best the device (iPad, iP	viewed with Internet Explorer vers thone, Mac computer, MacBook),	ion 10 or higher. Download the latest version please download and use Google Chrome,	on of Internet Explorer. instead of Safari, to complete your ap	plication.		
VpkEnrollmentBull	lkcsv ^									Show all

Open the file and expand the columns. Each column is explained below.

6	∃ ਙਾ ∂	· 🖂 🗧						VpkEnrollm	entBulkUpload (28).csv	- Excel
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	А	В	с	D	E	F	G		н	I.
1	Provider ID	Certification Numb	er Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start D	ate(MM/DD/YYYY)	MSID(XX-XXXX)
2										
3										
4										

A. **Provider ID** = this is the provider ID for the site displayed on the Provider Portal home page/dashboard.

Provider Site Summary		Frequently-Used Links
Business name: Doing business as:	Growing Up Strong, LLC Growing Up Strong	Bright Beginnings Core Competencies
Provider ID:	19449	DCF Provider Training
License number: SSN / Federal ID number:		Early Learning Performance Funding Project Provider Portal User Guide VPK Provider Readiness Rate Website

B. Certification Number = this is the child's certificate number listed on their COE. The field is not case sensitive, however, the certificate number must be entered exactly as it appears on the COE (i.e. VPK####-YYYY).

a hite	STATE OF FLORIDA VOLUNTARY PREKINDERGARTEN (VPK) EDUCATION PROGRAM Child Certificate of Eligibility												
і. Сн	IILD CERTIFICATE OF ELIGIBILIT	TY (Issued by Early Learning C	Coalition, through the Family P	ortal)									
	1. VPK program year 👝	2. Certificate number	3. Certificate issue date	4. Parent email address									
	2017-2018	VPK1095621-2017 B	6/30/2018	A A A A									
	5. Parent name		6. Primary contact number	7. Secondary contact number									
	8. Child's full name		9. Child's date of birth	10. County									
	KitKat Latham		09/09/2012										
	and the second s	and the second s	Contraction of the Contraction o	- Contraction of the Contraction									

- C. Child First Name = this is the child's first name listed on their COE. The field is not case sensitive.
- D. Child Last Name = this is the child's last name listed on their COE. Do not include a suffix (if any). The field is not case sensitive.
- E. **Child DOB (MM/DD/YYYY)** = this is the child's date of birth listed on their COE. The field will accept M/D/YYYY as well.
- F. VPK Program Year = this is the child's approved VPK program year listed on their COE. The field is looking for the first 4-digit year only. For example, if the VPK program year is 2017-2018, the entry would be 2017. Generally, the 4-digit VPK program year matches the year included at the end of the child's COE number.
- G. Class ID = this is the desired class's 4-digit ID. The class ID must be entered as the 4-digit assigned ID. Do not include the class name (if any). Looking at the example below, the entry would be "AS17" not "Songbirds" or "AS17-Songbirds."

C Request/Change VPK Enrollment	Bulk VPK Enrollment	Bulk VPK Enrollment									
VPK Program Year: 2017-2018 •	VPK Session: Summer (300 hours) • VPK Class: AS17 - Songbirds • Class Start Date: 06/04/2018 Class End Date: 07/26/2018										

H. Anticipated Start Date (MM/DD/YYYY) = this is the date the child will begin attending class. Typically, this is the class start date unless the child is starting after the class begins. Note: An anticipated start date

cannot be before the class start date or after the class end date. And, an anticipated start date cannot be before the child's COE issue date. The field will accept M/D/YYYY as well.

 MSID (XX-XXXX) = this field is for public schools only. Public schools may enter their Master School Identification (MSID) number in a 6-digit format, where the first 2 digits are the district number followed by a hyphen and 4-digit school number. The MSID number can be used in lieu of the Provider ID in column A. Both IDs are accepted.

When the file is complete, name it and save it as a CSV file type. Note: It may be helpful to include your provider name and class in the file name if troubleshooting is ever necessary.

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Organize 🔻 New folder			:== - ?
🗸 🛄 This PC 🔷	Name	Date modified	Type Size ^
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> 🗎 Documents	VPK Enrollment Attendance	6/26/2018 1:36 PM	File folder
	Bulk Enrollment Files	6/25/2018 1:00 PM	File folder
bowinoads	Security	6/25/2018 9:04 AM	File folder
> J Music	Reimbursement	6/25/2018 9:03 AM	File folder
> E Pictures		6/25/2018 8:58 AM	File folder
> 📑 Videos	system pics	6/25/2018 8:55 AM	File folder
> 🏪 Local Disk (C:)	Pay Rates	6/21/2018 3:59 PM	File folder
> BLANK (E:)	Meeting Notes	5/9/2018 4:02 PM	File folder
andrea.latham (\\oel-dc4\users) (l	VPK SIS	4/30/2018 4:51 PM	File folder
	VPK SR Manuals	4/9/2018 9:07 AM	File folder
	Contracts	3/29/2018 3:00 PM	File folder 🗸 🗸 🗸
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File name: AS17 Songbirds Upload			~
Save as type: CSV (Comma delimited) (*.csv)		~
Authors: Andrea Latham	Tags: Add a tag	Title: Add a title	
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When changing the file format to CSV, Excel often displays a message to ask if you want to keep using that format. If this message appears, click **Yes**.

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1	Provider ID	Certification Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start Date(MN	1/DD/YYYY)	MSID(XX-XXXX	
2	19449	VPK1095621-2017	KitKat	Latham		2017	AS17		7/2/2018		
3	19449	VPK1095625-2017	Hersey	Latham	9/9/2012	2017	AS17		7/2/2018		
4	19449	VPK1095626-2017	Baby Ruth	Latham	9/9/2012	2017	AS17		7/2/2018		
5	19449	VPK1095627-2017	Butterfinger	Latham	9/9/2012	2017	AS17		7/2/2018		
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20											

Click the Upload button. A window displays. Select your file and click Open.

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h Music		VPK Enrollment Attenda	nce	6/26/2018 1:36 PM	File folder									
> The main		Bulk Enrollment Files		6/25/2018 1:00 PM	File folder									
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Download CSV file	Download CSV file template, add child details, and click the Upload button. Note: The MSID column is					. See the Pro	ovide UL	Jser (Guide for more in	iformation. 🔁	Upload			C Refresh
												J		
Actions	Uploaded On	Document Type	File Name	File Size	Total Records	s Count	Commitee	co	ords Count	Failed Records	s Count	Processed Time	Status	Final Results

The file upload will begin. The file details will populate on a row and turn green. Click the **Refresh** button to populate the results.

C Request/0	C Request/Change VPK Enrollment Bulk VPK Enrollment												
Download CS	SV file template, add child	details, and click the Up	load button. Note: The MSID column is	for public school (use only. See the Provider Porta	I User Guide for more information.	Upload			C Refresh			
Actions	Uploaded On 🕌	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results			
06/30/2018 VPK Roster AS17 Songbirds Upload csv 413 Bytes 0 0 0 0 Submitted Not Ava													

The file details will be updated. The file size, total records count, committed records count, failed records count, processed time, status, and final results are updated. The file results are also returned and can be downloaded by clicking on the **Download** button.

C Request/Char	nge VPK Enrollmer	nt	Bulk VPK Enroll	nent							
Download CSV fil	e template, add child	detai	is, and click the Upload	button. Note: The MSID column is for	public school use	only. See the Provider Portal U	Iser Guide for more information. 🕋	Jpload			C Refresh
Actions	Uploaded On	-H	Document Type	File Name	File Size	Total Records Count	Commited Records Count	Failed Records Count	Processed Time	Status	Final Results
Download	06/30/2018		VPK Roster	AS17 Songbirds Upload csv	429 Bytes	4	3	1		Completed	Einen

In this example, there is one failed record and three committed records. The file download will include the error message and status for each record submitted. The three committed records are now "Enrollment Submitted" and the failed record was not included because of an invalid date of birth. The same validations that occur with a manual child enrollment occur with the bulk enrollment file process.

🖬 🍤 - 🖻 = AS17 Songbirds Upload (1).csv - Excel												
File	e Hom	e Insert Page Lay	yout Formulas	Data Review	View LOAD TEST	Q Tell me what you	want to d	o				
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D17	· ·	: × √ f _x										
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1 P	Provider ID	Certification Number	Child First Name	Child Last Name	Child DOB(MM/DD/YYYY)	VPK Program Year	Class ID	Anticipated Start	Date(MM/DD/YYYY)	MSID(XX-XXXX	Error or Status	
2	19449	VPK1095621-2017	KitKat	Latham		2017	AS17		7/2/2018	3	Invalid Date of Birth	
3	19449	VPK1095625-2017	Hersey	Latham	9/9/2012	2017	AS17		7/2/2018	3	Enrollment Submitted	
4	19449	VPK1095626-2017	Baby Ruth	Latham	9/9/2012	2017	AS17		7/2/2018	3	Enrollment Submitted	
5	19449	VPK1095627-2017	Butterfinger	Latham	9/9/2012	2017	AS17		7/2/2018	3	Enrollment Submitted	

The three committed records are displayed on the class's enrollment roster as "Enrollment Submitted" and the coalition receives the enrollment requests for review/approval/rejection. In addition, the family receives a notification that their child's enrollment is in progress. The same processes that occur with a manual child enrollment occur with the bulk enrollment file process.

VPK Program Year Max Class Size: 1 • Please Note: Ba	2017-2018 • VPK Se VPK Children Count: 12 sed on the VPK session and inst	Non-VPK Children Cou	hours)	AS17 - So e class must have	ngbirds • C	lass Start Date: /PK children to sta	06/04/2018 Class End Date:	07/26/2018			
Certificate Number : Child First Name : Child Last Name : Child DOB : MM/DD/YYYY OEnroll to this Class											
ertificate Number :	Child Fi	irst Name :	Child Last Na	ime :	Child	DOB : MM/DC	CALL CONTRACT OF CONTRACT.	s Class			
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ertificate Number :	Child Fr Certificate Number 45 VPK1095625-2017	rst Name : Child First Name Hersey	Child Last Na Child Last Name Latham	Child DOB	Child Age 5y	Student ID	Anticipated Start Date 07/02/2018 Ef Change	Actual Start Date	Termination Effective Date	Status Enrollment Submitted	
ertificate Number : ctions > Never Attended > Never Attended	Child Fi Certificate Number 1 VPK1095625-2017 VPK1095626-2017	Child First Name Hersey Baby Ruth	Child Last Na Child Last Name Latham Latham	Child DOB 09/09/2012 09/09/2012	Child Age 5y 5y	Student ID	Anticipated Start Date 07/02/2018 Cf Change 07/02/2018 Cf Change	Actual Start Date	Termination Effective Date	Status Enrollment Submitted Enrollment Submitted	

Note: When correcting records and re-uploading the file, be sure to remove the "Error or Status" column as it is not accepted for the upload. Also, it is best to NOT include records that have already been submitted successfully as they will now error as having been processed. When removing successful records and the Error or Status column, it is best to highlight the row/column and use the cut/delete option instead of just deleting the information. Excel often retains formats even if the cells are now empty.

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