

Entering Accepted, Waitlisted, and Abandoned dates and Assigning Sites and Classrooms in ChildPlus

Managing report #2025 – Enrollment Priority Listing – is done by assigning Accepted, Waitlisted and Abandoned dates.

- 1) Select the applicant from the **My Participants** list
- 2) Go to their **Enrollment** screen
- 3) Select the **Program Term** you are working on
- 4) Click **Accept**.

The screenshot displays the ChildPlus.net interface for the agency 'PugetSound/AppEntry'. The main navigation bar includes 'Services', 'Status Center', 'Entry Express', 'Reports', and 'Setup'. A search bar is located below the navigation. On the left, a 'Participants (19)' list is shown, with 'Dee, Tweedle A.' selected. The main content area shows the 'Enrollment' screen for 'Tweedle Dee', a female child with DOB 7/25/13 and CPID 37825. The enrollment view includes a table for 'Next Year' and 'Current Year' terms, with 'Next Year' (2016 - 2017 HS) currently set to 'Waitlisted 9/1/16'. Below this, the 'Enrollment' section shows 'Waitlisted 9/1/16' and 'Preferences 1st Apple Cheeks ELC • 9500E'. At the bottom, a row of action buttons includes 'New', 'Waitlist', 'Accept', 'Enroll', 'Transfer', 'Drop', and 'Abandon'. The 'Accept' button is highlighted with a yellow box. An 'Enrollment History' table at the bottom shows the current status as 'New' with start and end dates of 9/1/16.

Status	Start Date	End Date	Location (Program Option - Funding)	Comment
Waitlisted	9/1/16		Apple Cheeks ELC • 9500E (SS - ACF 10CH0104)	
New	9/1/16	9/1/16	Apple Cheeks ELC • 9500E (SS - ACF 10CH0104)	

5) In the pop-up, enter the **Date** the family accepted the slot. At this point you will also assign a site and classroom.

Accept Tweedle Dee

First day of Accepted status

Accept to Site Classroom Funding

Apple Cheeks ELC 9500E Head Start - 10CH0104.000 - ACF ...

Accept Cancel

6) Select the correct **Site** assignment using the Site dropdown list.

7) Select the correct **Classroom** using the Classroom dropdown list.

8) Click **Accept** to close and save.

- Waitlisted dates should be entered for those applicants waiting for an opening (Child's status will automatically change to "Waitlisted")
- Abandoned dates should be entered for those applicants that are no longer available for enrollment. (Child's status will automatically change to "Abandoned.")
- If you need to correct or change a Program Term and/or change the Agency (from Head Start to ECEAP or vice-versa, you need to contact Tiffany tlyons@psed.org or Carol cweaver@psed.org)
- **IMPORTANT:** To complete enrollment process, once you have entered Accepted Date and Classroom assignment, email Tiffany Lyons (tlyons@psed.org) to enroll the child in ChildPlus.