

## Priority Selection Report – Running Report #2025

Use Report #2025 (Priority Selection Report) at the beginning of the program year to organize/prioritize for selection and to select children and for selection throughout the year as slots become available.

ChildPlus.net Agency= PugetSound/AppEntry

Services Status Center Entry Express **Reports** Setup

Select a Report

Administration

Attachments

Attendance

Disability

Education

**Enrollment**

Family

Fees

Health

Internal Monitoring

Labels

LiveLetter

LiveReport

**Enrollment Reports**  
Select a report by clicking on the list below

- 2001 - Management Report - Enrollment
- 2002 - Management Report - Application Status
- 2003 - Management Report - Enrollment Demographics
- 2004 - Management Report - Eligibility Income
- 2005 - Management Report - End of Month Enrollment
- 2006 - Management Report - Waitlist
- 2025 - Enrollment Priority Listing**
- 2030 - PNPT - Rollover
- 2031 - Recruitment - Age Eligible Children
- 2110 - Master List of Participants
- 2115 - Program Enrollment Status
- 2120 - Enrollment By Program Option
- 2125 - Participant Alphabetical List
- 2130 - Participant Notes
- 2135 - Print Applications

- 1) Click on the Reports tab
- 2) Select Enrollment on the sidebar
- 3) Highlight 2025 - Enrollment Priority Listing

4) Group by Agency or Region. Grouping by Region will allow you to see results for the whole Center.

5) Select your site from the dropdown list  
To select **multiple sites**, you can use Advanced Set-up

6) You can leave Classroom as "All Classrooms" to view all children at the Site(s).  
You can select a specific classroom if waitlisted children are assigned to specific classrooms in addition to the site

For a detailed explanation of report set-up options, see [Glossary for ChildPlus Report Set-Up](#) under General ChildPlus Resources

7) Check status to include New, Waitlisted, and Drop/Wait.

8) Select **Grouping by Site** and **Report Type = Detail**

9) Click Preview to view and print