

E-ALERT

From:
To: [Early Learning](#)
Subject: E-ALERT: Enrolling Children and Entering Actual Start Dates
Date: Tuesday, September 12, 2017 2:20:35 PM
Attachments: [image001.png](#)
Importance: High

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To all ECEAP Center Directors, ECEAP Family Support Specialists, ECEAP Teachers, and Family Engagement Coaches,

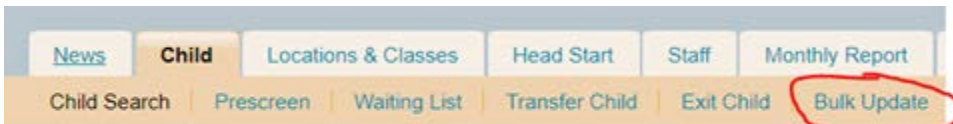
E-ALERT Message 1

If you have not done so, please enroll children, especially those in your waitlists, into your ECEAP classes **now**. **Full enrollment is required by Friday, September 15.** As of 12:00 pm today, September 12, 2017, we are finding several sites with zero (0) enrollment or which are under-enrolled. If you have questions about enrollment, contact and work with your Family Engagement Coach. (refer to the [Early Learning Site Support Teams Directory](#))

E-ALERT Message 2

We have been receiving several inquiries about children not appearing in GOLD. Note that children are imported into GOLD based on their ACTUAL START DATES entered in ELMS. Steps you need to take to ensure that your children have Actual Start Dates *and* are imported into GOLD:

1. If your classes have started, confirm that a child has begun to attend.
2. If a child has started to attend her/his class, site staff need to **enter the child's ACTUAL START DATE in ELMS under the Bulk Update section of the Child tab.**



3. After entering the ACTUAL START DATE, make sure to save your entry by hitting the SAVE button at the bottom, left-hand side, of the screen.
4. Wait 24-36 hours to see the child's name uploaded into GOLD.

If you have questions, please contact:

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