Use this form to guide your selection process to fill vacant slots within 30 calendar days, including weekends and holidays, after a child’s last day attending class. Use one worksheet per slot and keep this worksheet in the “Waitlist” tab of your Family Engagement Notebook.

Name of child leaving: ____________________________________________
Date slot becomes open: ____________________________________________
Add 30 calendar days to determine: ______________________ = Deadline to fill slot
Selection cut-off date: ____________________________________________

Complete the following recruitment/eligibility efforts and document them on this form:

❑ Assist pending applicants with income verification
❑ Look in-house for eligible families (full day only)
❑ Contact referral sources (if waitlist is small)
❑ Enter any subsequent completed applications into ChildPlus/ELMS
❑ Other: __________________________________________________________________________________

Print Waitlist Report
On your selection cut-off date:
• EHS/Head Start - print ChildPlus “2025 Report” and attach to this form, place in Family Engagement Notebook
• ECEAP - fill out Selection Worksheet and place in Family Engagement Notebook
• Dual Funded sites that use shared waitlist in ChildPlus - print “2025 Report” and attach this form, place in Family Engagement Notebook

Select
• Offer the child with the most points the slot
• If the family does not accept the slot, document reason(s) in the Family Contact Log
• Offer the slot to the next child on your waitlist

Name of child selected: ____________________________________________
Enrollment appointment date: ________________________________________
Enrollment Date: (first day of attendance for ECEAP) ______________________

Note: The enrollment date must be on or before the deadline to fill slot date listed above.