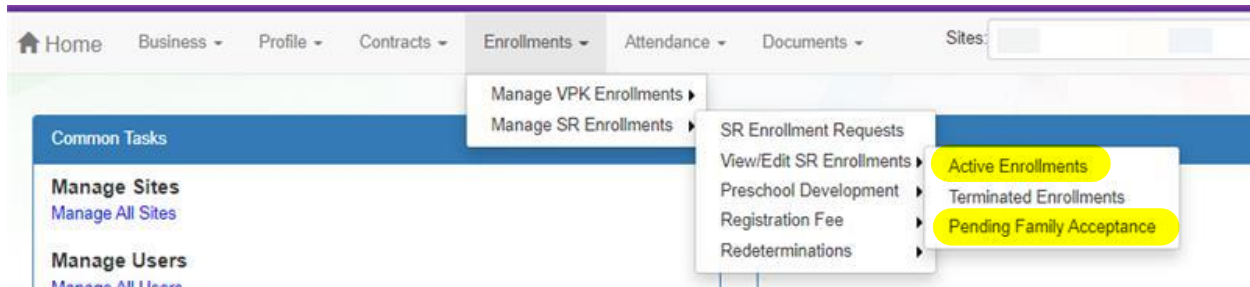


How to End or Cancel Enrollments in Pending Family Acceptance/Active Enrollments in order for the screenings to cancel in the Portal

Viewing Enrollments in [Pending Family Acceptance](#) or [Active Enrollments](#)

To view enrollments in **Pending Family Acceptance** or **Active Enrollments**, navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance** or **Active Enrollments**



Ending Enrollments in [Pending Family Acceptance](#) or [Active Enrollments](#)

Providers can end enrollments in **Pending Family Acceptance** or **Active Enrollments**. Navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance** or **Active Enrollments**. Find the enrollment, then click the **End Enrollment** button.

[Pending Family Acceptance](#) -(A list of children that the parents did not sign the payment certificate)

Attendance Start Date			
Enrollment End Date			
Status			
Action			
Filter	Filter	Pending	
		Pending Family Acceptance	End Enrollment

A confirmation pop-up window displays. Click **Yes** to continue or **No** to stop the End Enrollment process. (cont. page 2)

End child SR enrollment

Do you want to end this Provider Enrollment?

Active Enrollments

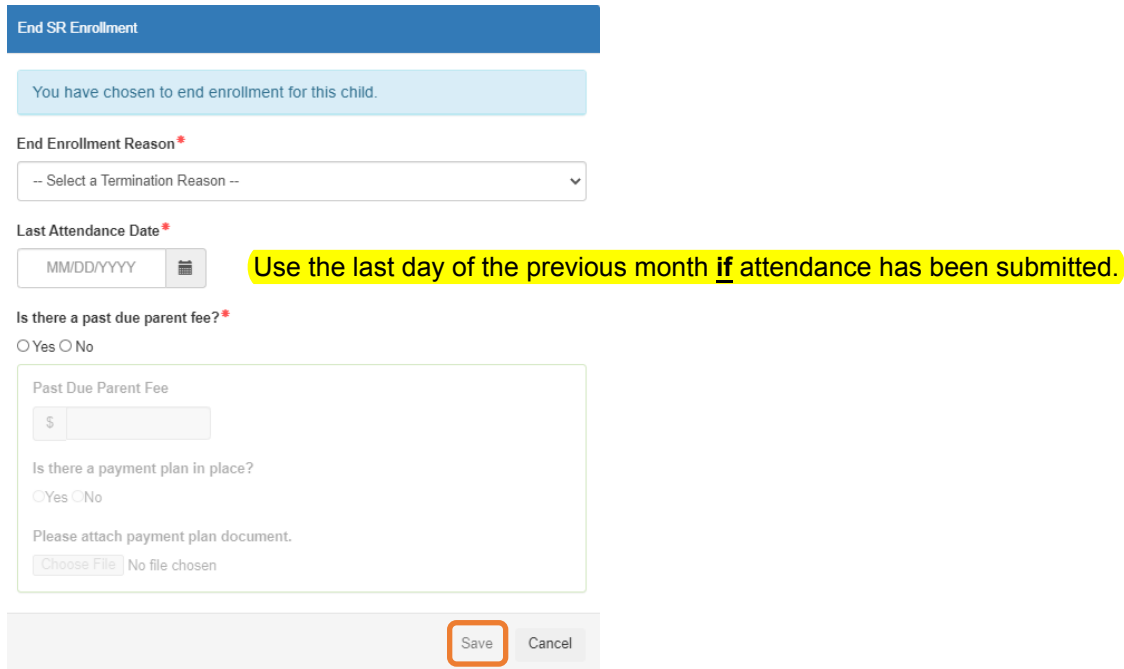
Active (Enrolled) Enrollments							
SR Enrollments for TOTAL LEARNING CENTER							
Show 10 entries							
Child First Name	Child Last Name	Enrollment ID	At Risk	Rilya Wilson Reporting	Enrollment Start Date	Enrollment End Date	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	
		3087510	No	No	08/07/2023	N/A	End Enrollment Cancel Enrollment
		2831008	No	No	01/01/2023	N/A	End Enrollment
		2796980	No	No	12/18/2022	N/A	End Enrollment
		2755259	No	No	11/10/2022	N/A	End Enrollment

End child SR enrollment

This child is still authorized for services up to 4/3/2024.
Are you sure you want to end the enrollment for [REDACTED]?

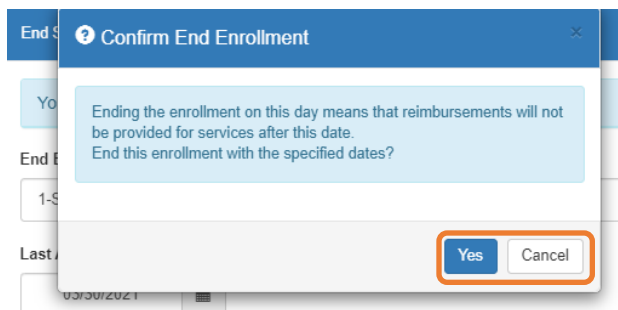
A confirmation pop-up window displays. Click **Yes** to continue or **No** to stop the End Enrollment process.

After clicking the **Yes** button, the following pop-up window displays. Complete the required information and click **Save**.



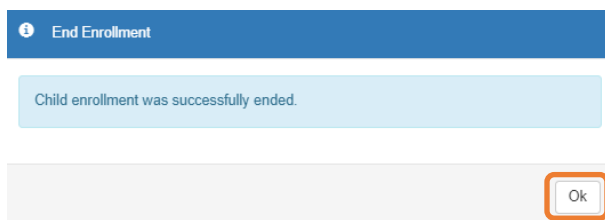
The form is titled "End SR Enrollment" in a blue header. Below the header is a light blue message box: "You have chosen to end enrollment for this child." The form contains several fields: "End Enrollment Reason" with a dropdown menu showing "-- Select a Termination Reason --"; "Last Attendance Date" with a date picker and a calendar icon, highlighted with a yellow box and the text "Use the last day of the previous month if attendance has been submitted."; "Is there a past due parent fee?" with radio buttons for "Yes" and "No"; a "Past Due Parent Fee" section with a dollar sign and a text input field; "Is there a payment plan in place?" with radio buttons for "Yes" and "No"; and a "Please attach payment plan document." section with a "Choose File" button and the text "No file chosen". At the bottom right are "Save" and "Cancel" buttons, with the "Save" button highlighted by an orange box.

After clicking **Save**, a confirmation pop-up window displays. Click **Yes** to end the enrollment or **Cancel** to cancel the End Enrollment process.



The dialog box is titled "Confirm End Enrollment" in a blue header. It contains a light blue message box with the text: "Ending the enrollment on this day means that reimbursements will not be provided for services after this date. End this enrollment with the specified dates?". At the bottom right are "Yes" and "Cancel" buttons, with the "Yes" button highlighted by an orange box.

After clicking the **Yes** button, a pop-up window displays a message that the enrollment is ended. Click **Ok** to continue.



The message box is titled "End Enrollment" in a blue header. It contains a light blue message box with the text: "Child enrollment was successfully ended." At the bottom right is an "Ok" button, highlighted by an orange box.

Canceling Enrollments in Pending Family Acceptance/Active Enrollments

Providers can cancel enrollments in **Pending Family Acceptance**, but only if the enrollment is not for an at-risk child (BG1) or at-risk child in relative care (BG3R) and attendance has not been submitted for the enrollment. If the child is at risk child (BG1) or at risk child in relative care (BG3R) and you need to cancel enrollment contact Early Learning Coalition at Duval.

Navigate to **Enrollments > Manage SR Enrollments > View/Edit SR Enrollments > Pending Family Acceptance**. Find the enrollment, then click the **Cancel Enrollment** button.

Clear All Filters Export Search:

Attendance Start Date	Enrollment End Date	Status	Action
<input type="text" value="Filter"/>	<input type="text" value="Filter"/>	<input type="text" value="pend"/>	
		Pending Family Acceptance	<input type="button" value="End Enrollment"/> <input type="button" value="Cancel Enrollment"/>

Previous 1

A confirmation pop-up window displays. Click **Yes** to cancel the enrollment and remove it from the SR Enrollment queue. Click **No** to stop the Cancel Enrollment process.

Cancel Pending Enrollment

You have selected to cancel this enrollment for [redacted] - Enrollment Start Date 02/26/2021.

You should only cancel this enrollment if the child never attended on or after the enrollment start date listed above.

Upon canceling this enrollment:

- This enrollment record will no longer appear in your enrollment listing or on your attendance rosters.
- Any attendance that has been saved but not submitted for this enrollment will be removed from your attendance roster.
- You will not be able to record or submit attendance for reimbursement once canceled.

Do you want to proceed with canceling this enrollment for [redacted] ?

If the enrollment is successfully terminated then the screening will cancel after 24 hrs. Please contact the ASQ Coordinators if the screening does not cancel after the 24 hrs.