

## Provider Guide to Ending School Readiness Child Enrollments in the Provider Portal

Providers have the ability to end/terminate School Readiness child enrollments in the provider portal. If you have a child who is no longer attending your center, please follow the steps outlined below in order to end/terminate their School Readiness enrollment:

1. Log into your **Provider Portal** account
2. Go to **Enrollments**
3. Go to **Manage SR Enrollments**
4. Go to **View/Edit SR Enrollments**
5. Search for **child name**
6. Click **End Enrollment** in the **Action** Column

The screenshot shows the 'SR Enrollments' page in the Provider Portal. The page header includes the 'OFFICE OF Early Learning' logo and the text 'LEARN EARLY. LEARN FOR LIFE.' A red banner reads 'Your Provider Portal Account'. The navigation menu includes 'Home', 'Business', 'Profile', 'Contracts', 'Enrollments', 'Attendance', and 'Documents'. The 'Enrollments' dropdown menu is open, showing 'Manage VPK Enrollments', 'Manage SR Enrollments', 'SR Enrollment Requests', and 'View/Edit SR Enrollments' (highlighted with a red underline). The page title is 'SR Enrollments' and it shows '10 entries'. A table of enrollment records is displayed with columns for 'Redetermination Due Date', 'Developmental Screening Due Date', 'Care Level', 'Unit of Care', 'Child Care Schedule', 'Full Time CoPayment', 'Part Time CoPayment', 'Enrollment Start Date', 'Attendance Start Date', 'Enrollment End Date', 'Status', and 'Action'. The first row shows an enrollment for 'SCH' level, 'PT' unit of care, with a status of 'Enrolled'. A red arrow points to the 'End Enrollment' button in the 'Action' column of this row. The 'Action' column also contains a 'View Payment Certificate' button.

Redetermination Due Date	Developmental Screening Due Date	Care Level	Unit of Care	Child Care Schedule	Full Time CoPayment	Part Time CoPayment	Enrollment Start Date	Attendance Start Date	Enrollment End Date	Status	Action
03/18/2019	01/30/2019	SCH	PT		\$1.65	\$1.65	06/29/2018	03/19/2018		Enrolled	<a href="#">View Payment Certificate</a> <a href="#">End Enrollment</a>
03/18/2019	01/30/2019	SCH	PT		\$1.65	\$1.65	06/29/2018	03/19/2018		Enrolled	<a href="#">View Payment Certificate</a> <a href="#">End Enrollment</a>