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