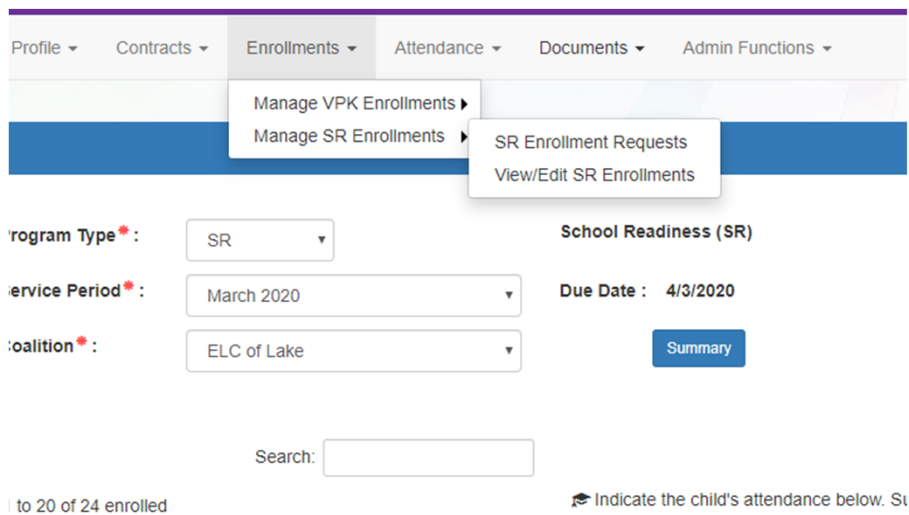


# How To Terminate Enrollments



- Click Enrollments
- Then Click Manager SR Enrollments
- Last Click View/Edit SR Enrollments

Care Schedule	Full Time CoPayment	Part Time CoPayment	Enrollment Start Date	Attendance Start Date	Enrollment End Date	Status	Action
Filter	Filter	Filter	Filter	Filter	Filter	Filter	
Mon, Tues, Weds, Thurs, Fri	\$8.20	\$4.10	06/25/2019	06/17/2019		Enrolled	<a href="#">View Payment Certificate</a> <a href="#">End Enrollment</a>
Mon, Tues, Weds, Thurs, Fri	\$4.10	\$2.05	09/17/2019	10/16/2019		Enrolled	<a href="#">View Payment Certificate</a> <a href="#">End Enrollment</a>
Mon, Tues, Weds, Thurs, Fri	\$8.20	\$4.10	09/17/2019	10/16/2019		Enrolled	<a href="#">View Payment Certificate</a> <a href="#">End Enrollment</a>

- Find The Child
- Scroll to the right
- Click the Orange End Enrollment Box
- If the family has not signed the Certificate, you will not be able to terminate, please contact Family Services and they will terminate

**End SR Enrollment**

You have chosen to end enrollment for this child.

**End Enrollment Reason\***  
 25-Parent Withdrew Child

**End Enrollment Effective Date\***  
 03/02/2020

**Last Attendance Date\***  
 03/02/2020

**Is there a past due parent fee?\***  
 Yes  No

**Past Due Parent Fee\***  
 \$ 25.00

**Is there a payment plan in place?\***  
 Yes  No

Please attach payment plan document.  
 No file chosen

- Make sure to select the reason
- Make sure to have the last date the child will be attending submitted
- Please select if there is a past due parent fee
- If there is put amount that is owed
- This will tell staff whether family can transfer or not