

SCHOOL READINESS ENROLLMENT CORRECTION FORM

Provider Name: _____

Instructions: If your "Manage SR Enrollment" screen on the OEL Provider Services Portal (<https://providerservices.floridaearlylearning.com/>) is not correct (either with children missing, duplicate children, or children that are no longer attending), please fill out the information below for each enrollment that is incorrect and upload to the ELCHC Portal (<https://providerportal.elchc.org/>) in the document library, under the SR Attendance folder. DO NOT email or fax information to the ELCHC or SD.

Child Full Name	Parent Full Name	Date of Birth	First day of attendance	Last day of attendance (if no longer attending)	Select One:	Comments
					<input type="checkbox"/> Missing <input type="checkbox"/> No Longer Enrolled <input type="checkbox"/> Duplicate	
					<input type="checkbox"/> Missing <input type="checkbox"/> No Longer Enrolled <input type="checkbox"/> Duplicate	
					<input type="checkbox"/> Missing <input type="checkbox"/> No Longer Enrolled <input type="checkbox"/> Duplicate	
					<input type="checkbox"/> Missing <input type="checkbox"/> No Longer Enrolled <input type="checkbox"/> Duplicate	
					<input type="checkbox"/> Missing <input type="checkbox"/> No Longer Enrolled <input type="checkbox"/> Duplicate	
					<input type="checkbox"/> Missing <input type="checkbox"/> No Longer Enrolled <input type="checkbox"/> Duplicate	
					<input type="checkbox"/> Missing <input type="checkbox"/> No Longer Enrolled <input type="checkbox"/> Duplicate	
					<input type="checkbox"/> Missing <input type="checkbox"/> No Longer Enrolled <input type="checkbox"/> Duplicate	
					<input type="checkbox"/> Missing <input type="checkbox"/> No Longer Enrolled <input type="checkbox"/> Duplicate	

*DUPLICATE THIS FORM AS NEEDED