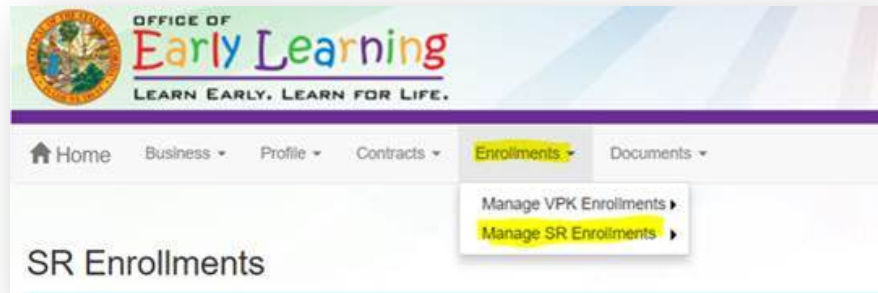


## Step 1: Open OEL Portal

- Log in to OEL Portal.
- Go to “Enrollments” on menu bar, then click “Manage SR Enrollments.”



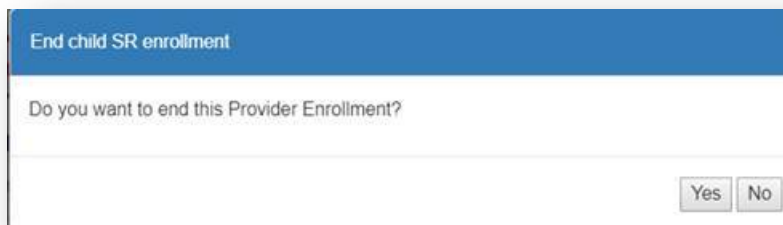
## Step 2: Enter name and end enrollment

- When “SR Enrollments” screen loads, type in the name of the child who needs to be termed out in the first filter field, in the box below “Child Name.”
- In the far-right field, click “End Enrollment” button.



The screenshot shows the 'SR Enrollments' table. The table has columns for Child Name, Birth Date, Age, Parent Name, Billing Group, At Risk, SR, Eligibility Start Date, Reenrollment Due Date, Developmental Screening Due Date, Care Level, Unit of Care, Child Care Schedule, Full Time Enrollment, Part Time Enrollment, Enrollment Start Date, Alternative Start Date, Enrollment End Date, Status, and Action. The first row is highlighted in blue, and the 'End Enrollment' button in the 'Action' column is highlighted in yellow.

- The next screen is titled “End child SR enrollment.”
- The portal will ask you, “Do you want to end this Provider Enrollment?” Click yes.



The screenshot shows a dialog box titled 'End child SR enrollment'. The text inside the dialog box asks 'Do you want to end this Provider Enrollment?'. At the bottom right of the dialog box, there are two buttons: 'Yes' and 'No'.

**PLEASE NOTE:** It’s easier to navigate the enrollment screen when you filter the enrollments down to one individual child. The “End Enrollment” button is on the far right, so you want to be sure you’re on the correct row with the correct child. If you’re having difficulties reading the column headers, you can click “Control +” to zoom in and “Control -” to zoom out.

## Step 3: Enter end enrollment data

- The next step is to provide a term reason for end enrollment. The provider will need to fill in a reason from the list on the OEL Portal in the first field, followed by the effective date and last day of attendance. The Portal will also ask for any past due parent fees.

The screenshot shows a web form titled "End SR Enrollment". At the top, a message states "You have chosen to end enrollment for this child." Below this, there are several required fields:
 

- End Enrollment Reason\***: A dropdown menu with "25-Parent Withdrew Child" selected.
- End Enrollment Effective Date\***: A date picker showing "07/12/2018".
- Last Attendance Date\***: A date picker showing "07/12/2018".
- Is there a past due parent fee?\***: Radio buttons for "Yes" and "No", with "No" selected.
- Past Due Parent Fee**: A text input field containing "0".
- Is there a payment plan in place?**: Radio buttons for "Yes" and "No", with "No" selected.
- Please attach payment plan document**: A "Choose file" button and the text "No file chosen".

 At the bottom right, there are "Save" and "Cancel" buttons.

- After filling out the fields on this screen, click save.

**PLEASE NOTE:** If the answer is "Yes" to the "Is there a past due parent fee?" field, the system will need the provider to enter in how much is owed and if a payment plan is in place in the following fields. A document of the payment plan can be attached by clicking "Choose file" and uploading the document from your computer

#### Step 4: Confirm and close

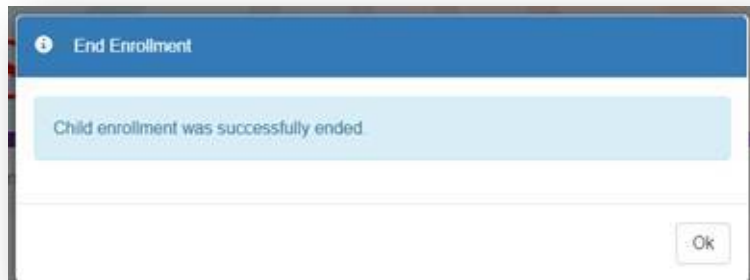
- After clicking "Save," a confirmation box will pop up.

The screenshot shows a confirmation dialog box with a blue header and a close button (X). The text inside reads:
 

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, there are two buttons: "Yes" and "Cancel".

- Click "Yes" if correct; click cancel to double-check information or to change the date.
- Another pop-up box will appear, confirming that the provider has successfully ended the child enrollment. Press "Ok."



- You have completed the end School Readiness Enrollment process.