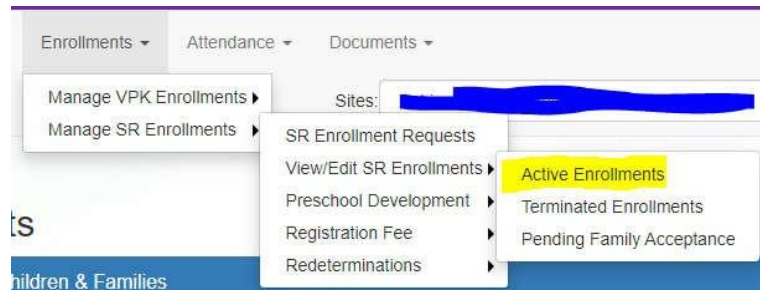


Ending Subsidy Enrollments (SR & LOCAL) from DEL Provider Portal

1. Log in to the Provider Portal account <https://providerservices.floridaearlylearning.com>
2. Click on **Enrollments > Manage SR Enrollments> View/Edit SR Enrollments/Active Enrollments**



3. Enter the Child Name's name into the Child Name filter box to find the specific child's record.
4. Click either **End Enrollment** in the action column.
Or click on Child's Enrollment ID and click **End Enrollment**.

End Enrollment

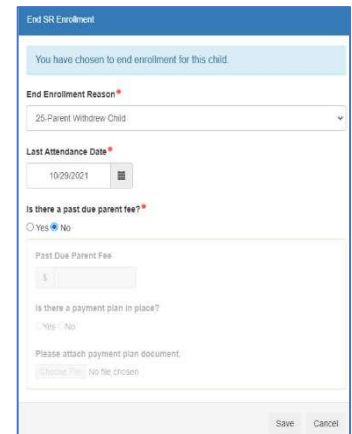
5. Provider Portal will give a pop-up option to approve change. Click Yes.

6. A new pop-up will appear to collect enrollment details.

7. Select End Enrollment Reason from the pull-down list

8. Enter the Last Attendance Date.

9. Select "yes" or "no" if the parent owes you past-due parent fees.



10. If you select "yes," the system will open the box for you to enter the amount that is due, and if there is a payment plan in place with the parent.
11. If there are no past due parent fees, you can save the changes, and the child's enrollment will be terminated from your school. You will need to refresh the webpage to see the change.

The attendance will now show the child's enrollment as terminated with **T**s on the calendar.

NOTE: ENROLLMENT END DATES SHOULD BE ENTERED BEFORE THE SUBMISSION OF ATTENDANCE EACH MONTH.