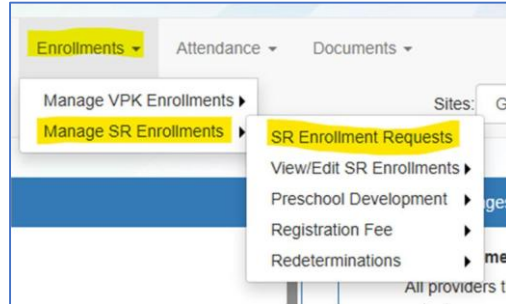
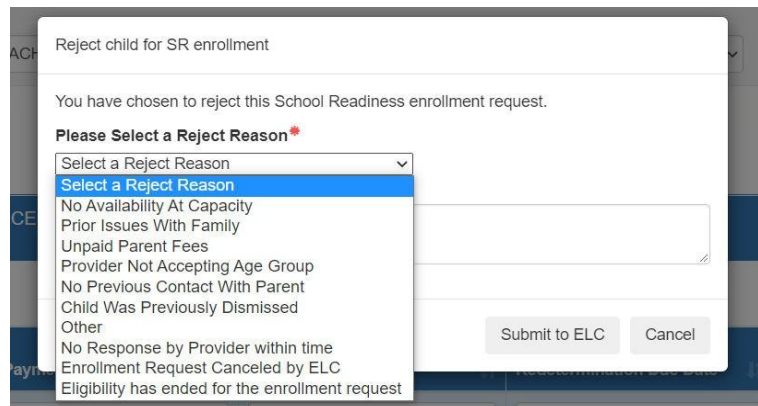


ACCEPTING SCHOOL READINESS ENROLLMENT REQUESTS

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



3. A list of enrollment requests will appear. You can filter the records using the filter boxes at the top.
4. Click **ACCEPT** in the action column and click **Submit to ELC** to finalize acceptance by the provider. This sends the certificate and terms and conditions to the parent for signature (Pending Family Acceptance).
5. OR click **REJECT** in the action column if this child won't be accepted for enrollment at your site. (Rejecting the enrollment request triggers the ELC to contact the parent for another option)
6. If rejecting the enrollment request, select the rejection reason from the pulldown menu.



7. The child's enrollment will only show enrollment and attendance after the family signs the certificate and terms and conditions on their Family Portal account.

NOTE: ENROLLMENT REQUESTS THAT ARE NOT ACCEPTED OR REJECTED WITHIN 5 CALENDAR DAYS WILL NO LONGER SHOW ON THE PROVIDER'S SR ENROLLMENT REQUESTS LIST. PROVIDERS THAT WISH TO ACCEPT THE ENROLLMENT REQUEST MUST CONTACT THE FAMILY SERVICES TEAM FOR ASSISTANCE.

Certificate of Enrollment

There may be times when the ELC Representative may bypass the *Enrollment Request* option and accept the enrollment on behalf of the provider.

Those instances include:

- **Initial enrollment/provider transfer** – The ELC Representative may contact the provider to confirm space. If they can confirm space, they may then “enroll on behalf of the provider”.
- **Subsequent Enrollment at Re-determination** – The parent indicates during the eligibility interview that the child is still attending the same provider and there are no plans to transfer. The ELC Representative will “enroll on behalf of the provider” to reduce the length of time between eligibility interview and re-enrollment.

*If the ELC Representative is unable to confirm space verbally, the “enrollment request” option will be used, and the enrollment will be assigned to the provider for acceptance or rejection. The Provider has **5 calendar days** to complete the enrollment by accepting or rejecting the request. Beyond the 5 days, the system will automatically terminate the enrollment, and ELC will be required to submit another enrollment request.*