



**Administration for
Children's Services**

QUICK REFERENCE GUIDE:
PLACEMENT ROSTER

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The placement roster shows you all the children currently enrolled in your care. If you care for more than 10 children, a filter option will appear on the left side of the screen allowing you to filter by age. Clicking each column header allows you to sort the data in ascending or descending order.

Action	Child Number	Child Name	Age	Case Name
	XXXXXXXX	XXXXXXXXXX	4.06	XXXXXXXXXX
	XXXXXXXX	XXXXXXXXXX	2.09	XXXXXXXXXX
	XXXXXXXX	XXXXXXXXXX	3.03	XXXXXXXXXX
	XXXXXXXX	XXXXXXXXXX	1.09	XXXXXXXXXX
	XXXXXXXX	XXXXXXXXXX	1.09	XXXXXXXXXX
	XXXXXXXX	XXXXXXXXXX	5.11	XXXXXXXXXX
	XXXXXXXX	XXXXXXXXXX	4.11	XXXXXXXXXX

Hovering over each icon in the **Action** column will let you know what that icon does.

Drop: The first icon allows you to 'drop' or unenroll a child from your care. Clicking on it will take you to the Placement Drop page for that child (see below). You must choose a **Drop Code** (this is the reason for the unenrollment) and a **Drop Date** (last day the child attended) and then click **Save**. If you cannot drop the child, you will get a warning message. To exit the warning, select Placement Roster from the navigation bar at the top and go back to the main listing.


Child Information


Child Number	Child Name	Case Name	Age
XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	4.06
Level Of Care	Enroll Start Date	Enroll End Date	
P	10/01/2019		

Drop

Drop Code *	Drop Date *
Select	

Save Cancel

 **Daily Time Entry:** The second icon allows you to enter attendance for the current day for that specific child. If the icon is red, it means the time has not yet been entered. If the icon is green, that means that the time has been successfully entered and saved for that child. Clicking on this icon will take you to the Daily Time Entry form for that child.

 **Weekly Time Entry:** The final icon allows you to enter time for the entire week for that specific child. Clicking on this icon will take you to that child's Weekly Time Entry page for the current week.