HighScope.net

Enrollment Change Request

Date:_____

Classroom/Home Base Group:_____

Education Supervisors will:
- ➤ Transfer children to and from centers/homebase.
- ➤ Instead of deleting children we can archive them for a certain amount of time in case they return.

Teachers or Assistant will:
- ➤ Add child to the highscope.net COR web site when a **new** child starts their program.
- ➤ If a child transfers from another center/homebase don't add their name. They must be transferred in order to get their anecdotes.
- ➤ Don't delete children or add classes.
- ➤ Fax this form to an Education Supervisor as soon as a change is needed.
- ➤ Complete this form. All dates required.

Child's Name	Dated Started in Classroom/Group	Child was Added On: (date it)	Needs to be Dropped/ Archived	Needs to be Transferred From	Needs to be Transferred To

Comments: (Explain if a child needs to be dropped.)

_____

_____

_____

_____

_____

Office use:
Updated HigeScope.net on:_____
By:_____