SR View/Edit Enrollments
View SR Certificate (voucher) or End (terminate) a Child Enrollment

This is how/where a provider can view the SR certificate/voucher or end (terminate) a child enrollment.

Scroll down to the bottom of the screen then scoll to the far right of the screen for the View Payment Certificate and End Enrollment buttons to be visible.

View Payment Certifiate:
- The blue button is the View Payment Certificate (Voucher). Only in the Enrolled status is the cerficate/voucher available to be viewed (visible). The Pending Parent Acceptance record have to be accecpted by the parent before they are viewable (visible) by the provider.
- To view, click the blue View Payment Certicate button.

End Enrollment:
- The orange/yellow button is for ending (terminating) a child's enrollment from your facility.
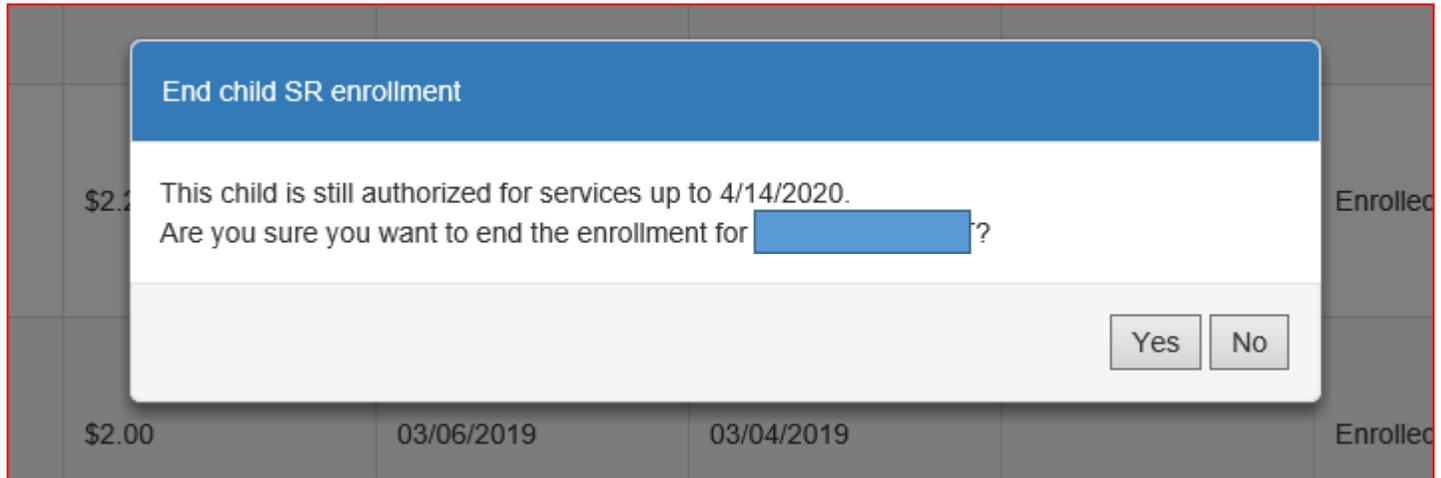- To end, (terminate) a child enrollment click the orange/yellow button. Screen shots below.

Click yes when the End child SR Enrollment box appears. The child name is under the blue shaded box but I had to exclude it from this example document.
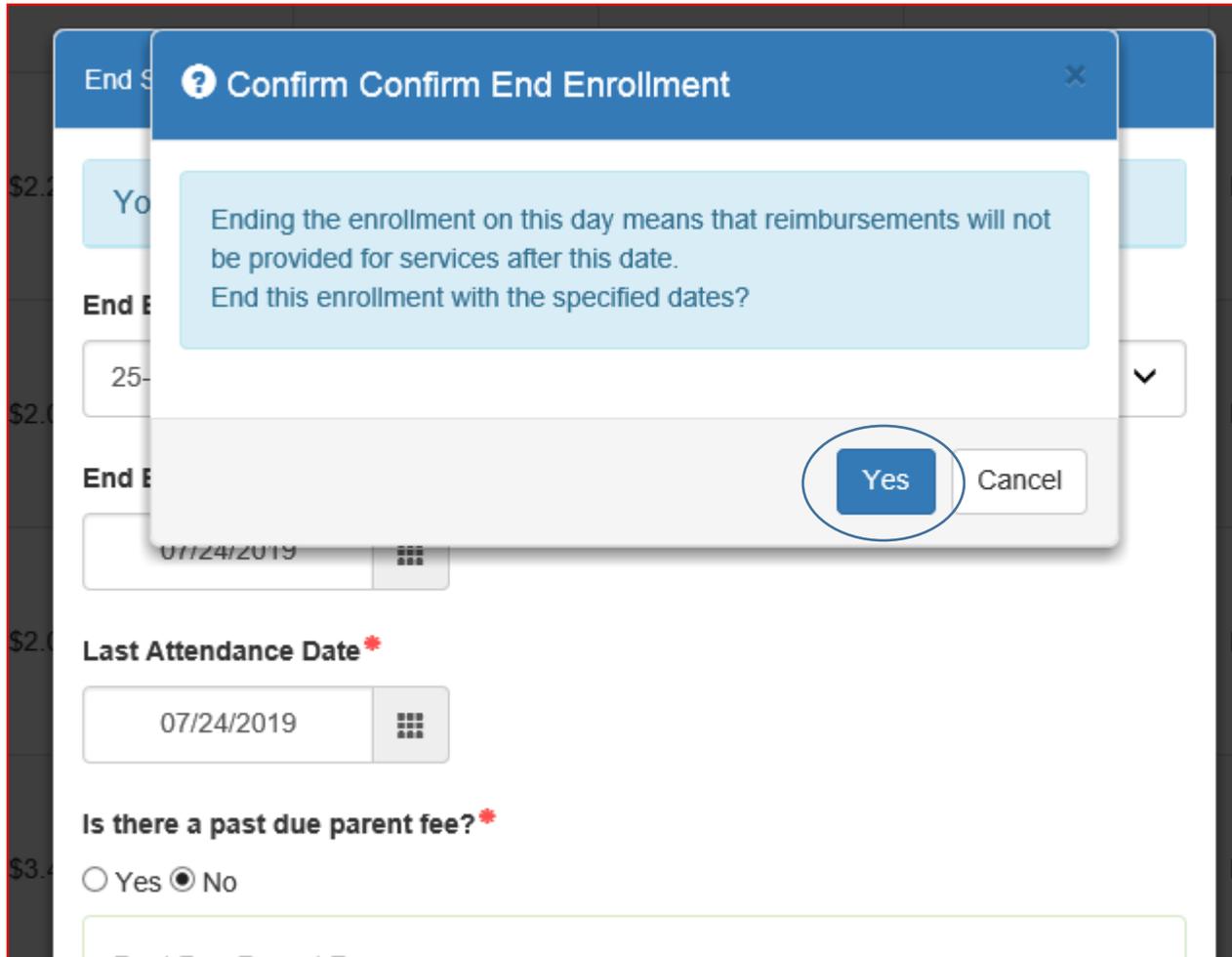

Enter the fields that apply to your end (terminate) enrollment situation then click the Save button.

Special Note: If there is a past due parent fee and a payment plan is in place then that documentation must be uploaded to continue/click Save.   If no, click the No buttons and continue.
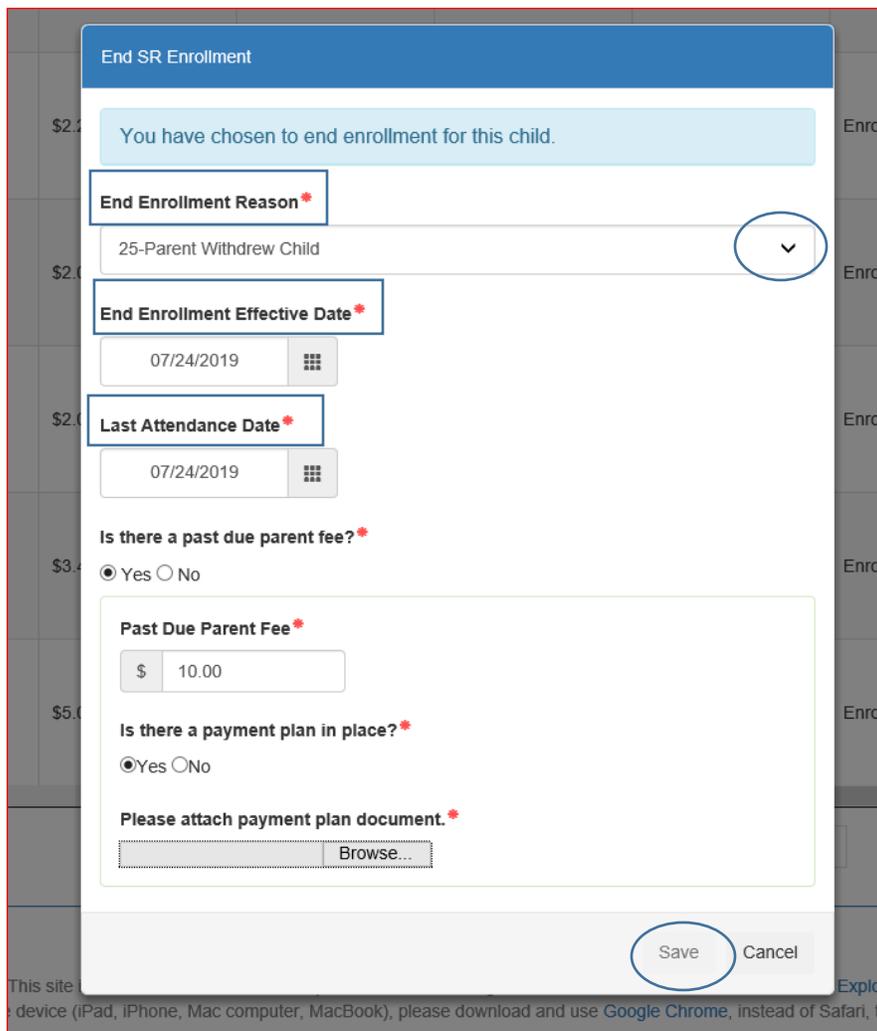
Click the blue Yes button to confirm your end (terminate) enrollment.

Once complete this box will appear, click Ok.