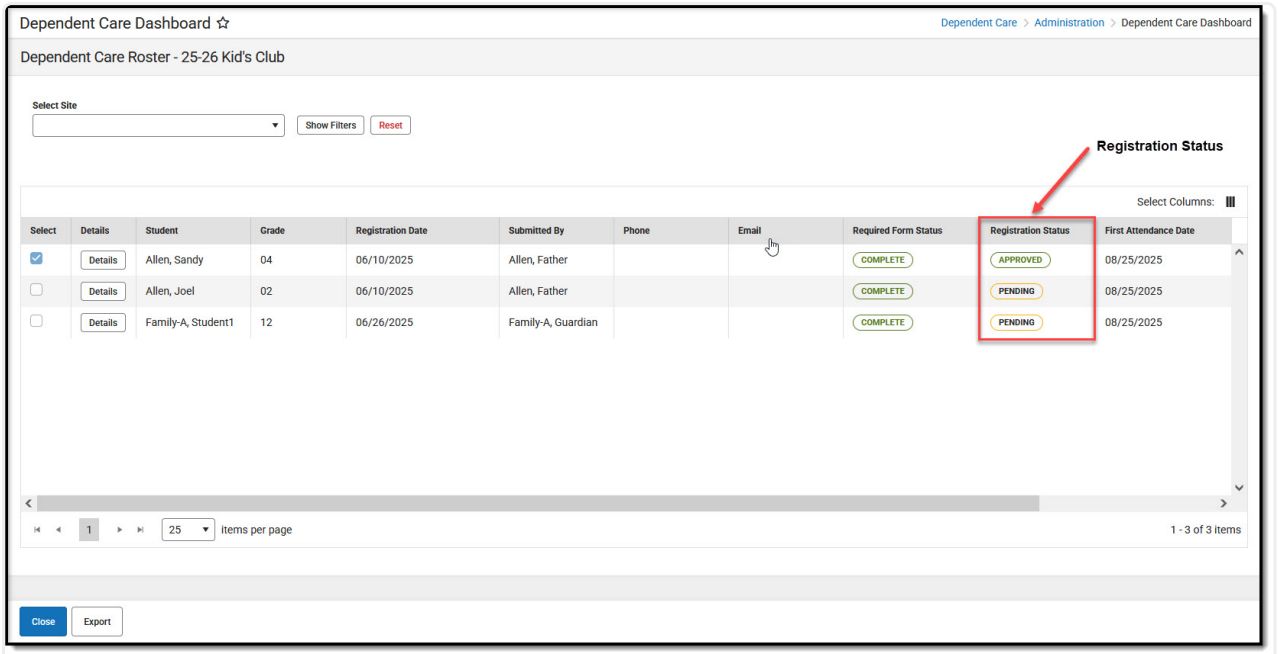
Review a Registration Request

Last Modified on 06/24/2026 10:34 am CDT

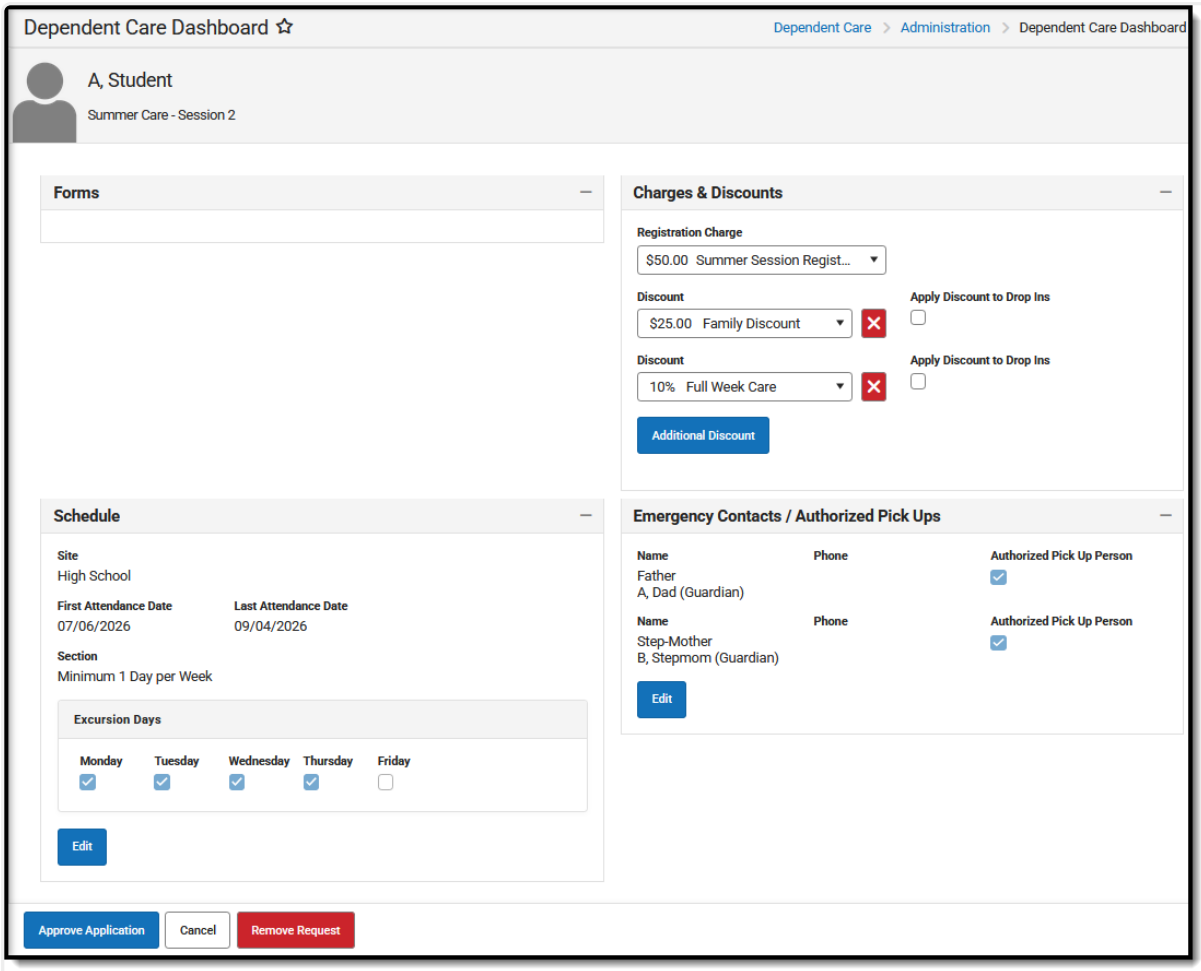
Tool Search: Dependent Care

Registrations are approved or denied through a session's roster. Users can review registration requests, approve applications, or remove application requests.



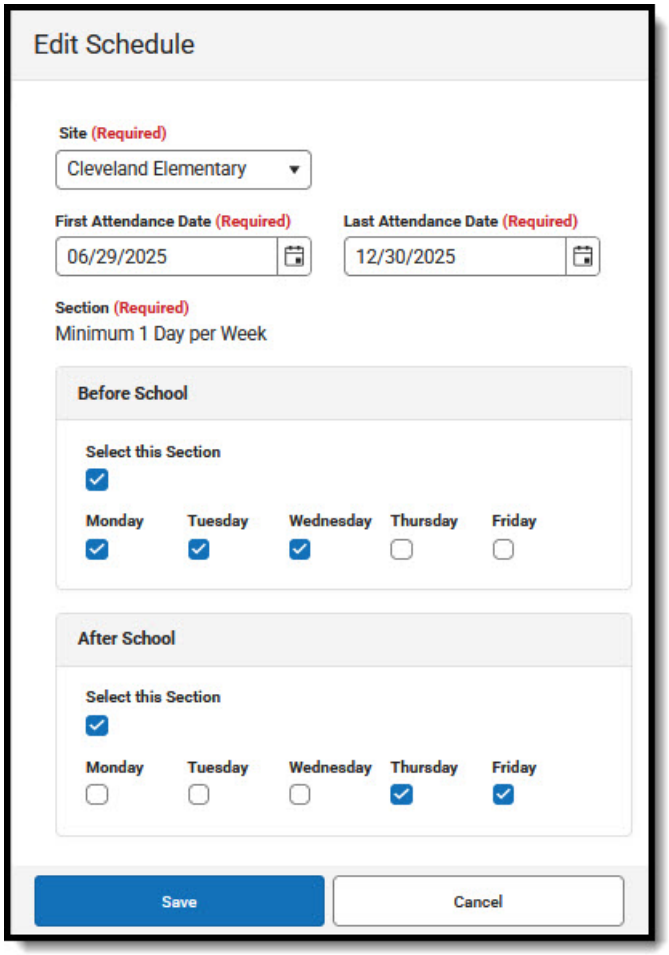
Dependent Care Roster

1. To begin session registration review, from the Dependent Care Dashboard, select the session for which the review requests and press the **Roster** button. The Roster for the selected session displays.
2. In the **Registration Status** column, you can view the students with pending registration requests. Press **Details** for the student whose registration request you'd like to review.



Dependent Care Registration Request - Student Details

3. Details for the student's request are displayed. In the **Forms** section, be sure to review and approve any required forms parents have filled out.
4. In the **Charges & Discounts** section, users MUST enter a registration charge and may enter any desired discounts.
    1. Use the **Registration Charge** drop-list to select the appropriate registration fee for the account.
    2. From the **Discount** drop-list, select a discount to apply to the student.
        - Mark the **Apply Discount to Drop Ins** if this discount should be applied to this student's drop-in care as well.
    3. To add additional discounts for the student, press **Additional Discount** and add as many discounts as desired.
        - To remove a discount, press the red X next to the discount you want to remove.
5. The **Schedule** section allows users to view the site student's desired site for care and dates of attendance. Users can also view and edit the desired attendance schedule.
    1. To edit the student's schedule, press the **Edit** button.



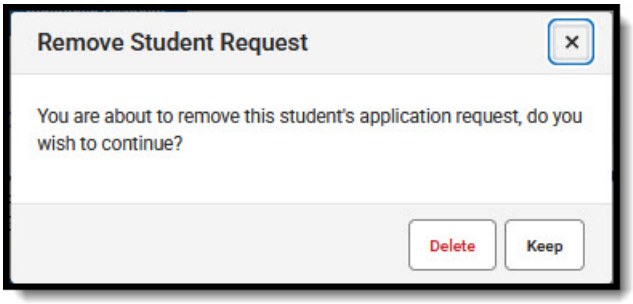
2. To change the selected site of attendance, use the drop-list and select the new site.
3. Use the **First** and **Last Attendance Date** fields to alter the dates of attendance, if necessary.
4. To make edits to a student's attendance schedule, use the **Select this Section** checkbox for the appropriate section and make any desired changes to days of the week for the student's attendance. If the Select this Section box isn't marked, you may not edit the days of attendance.
5. When finished, press **Save** to save the changes or **Cancel** to exit without saving the changes.

6. Finally, use the **Emergency Contacts/Authorized Pick Ups** section to review the information. Users may also add any additional contacts.



1. **Emergency Contacts** submitted with the registration may not be removed or edited. You can, however, update their Authorized Pick Up status by marking or unmarking the **Authorized Pick Up Person** box.
2. To add additional emergency Contacts, press Add and enter the contacts Name and Phone number. Mark the **Authorized Pick Up Person** checkbox if they are approved for pick up of the student.
    1. To remove one of these contacts, find their name in the list and press **Remove**.
3. When finished, press **Save** to save the changes or **Cancel** to exit without saving the changes.

7. After reviewing the forms and application information, press **Approve Application** to complete the student's registration for the session. Once approved, the student's Registration Status changes from Pending to **Approved**.
8. To remove the application request, press **Remove Request**.



1. At the prompt, confirm you want to remove the request and press **Delete**. Press **Keep** to cancel the removal of the request. If the request is removed, the student is removed from the roster.

9. Press **Cancel** to exit without approving or denying the request.