

# Reviewing Registration Requests

Last Modified on 12/14/2025 8:45 pm CST

Tool Search: Dependent Care

Registrations are approved or denied through a session's roster. Users may review registration requests and can then approve the application or remove the request.

Dependent Care Dashboard ☆

Dependent Care > Administration > Dependent Care Dashboard

Dependent Care Roster - 25-26 Kid's Club

Select Site

Show Filters

Reset

Select	Details	Student	Grade	Registration Date	Submitted By	Phone	Email	Required Form Status	Registration Status	First Attendance Date
<input checked="" type="checkbox"/>	<a href="#">Details</a>	Allen, Sandy	04	06/10/2025	Allen, Father			COMPLETE	APPROVED	08/25/2025
<input type="checkbox"/>	<a href="#">Details</a>	Allen, Joel	02	06/10/2025	Allen, Father			COMPLETE	PENDING	08/25/2025
<input type="checkbox"/>	<a href="#">Details</a>	Family-A, Student1	12	06/26/2025	Family-A, Guardian			COMPLETE	PENDING	08/25/2025

1

25

Items per page

1 - 3 of 3 Items

Close

Export

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 display.
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 Dashboard ☆

Allen, Joel  
25 25 Kids Club

Dependent Care > Administration > Dependent Care Dashboard

**Forms**

**Charges & Discounts**

Registration Charge (Required)

Discount   ☐ Apply Discount to Drop Ins

**Schedule**

Site  
Carter Middle

First Attendance Date  
08/25/2025

Last Attendance Date  
05/21/2026

Section  
Minimum 2 Days per Week

**Before School**

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**After School**

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Emergency Contacts / Authorized Pick Ups**

Name	Phone	Authorized Pick Up Person
Father Father Allen (Guardian)		<input checked="" type="checkbox"/>
Mother Mother Allen (Guardian)		<input checked="" type="checkbox"/>
Sibling Sister Allen		<input checked="" type="checkbox"/>
Sibling Sister 2 Allen		<input checked="" type="checkbox"/>
Sibling Brother Allen		<input type="checkbox"/>
Sibling Sister 3 Allen		<input type="checkbox"/>
Sibling Brother 2 Allen		<input type="checkbox"/>


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.
    1. 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.
5. The **Schedule** section allows users to view the 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.

### Edit Schedule


**Site (Required)**

Cleveland Elementary ▾

**First Attendance Date (Required)**

06/29/2025 

**Last Attendance Date (Required)**

12/30/2025 

**Section (Required)**  
Minimum 1 Day per Week

**Before School**

Select this Section ☒

Monday	Tuesday	Wednesday	Thursday	Friday
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**After School**

Select this Section ☒

Monday	Tuesday	Wednesday	Thursday	Friday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Save

Cancel

- To change the selected site of attendance, use the drop-list and select the new site.
- Use the **First** and **Last Attendance Date** fields to alter the dates of attendance, if necessary.
- 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.
- When finished, press **Save** to save the changes or **Cancel** to exit without saving the changes.
- Finally, use the **Emergency Contacts/Authorized Pick Ups** section to review the information. Users may also add any additional contacts.

**Emergency Contacts/Authorized Pick Up People**

Name	Phone	Authorized Pick Up Person
Father Guardian Family-A (Guardian)		<input checked="" type="checkbox"/>

Name (Required)  Phone (Required)

Authorized Pick Up Person ☒

Last modified by Family-A, Guardian on 6/26/25, 12:54 PM

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**.

**Remove Student Request**

You are about to remove this student's application request, do you wish to continue?

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.