

Review Registration Requests

Last Modified on 06/16/2026 2:10 pm CDT

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"/> | Details | Allen, Sandy | 04 | 06/10/2025 | Allen, Father | | | COMPLETE | APPROVED | 08/25/2025 |
| <input type="checkbox"/> | Details | Allen, Joel | 02 | 06/10/2025 | Allen, Father | | | COMPLETE | PENDING | 08/25/2025 |
| <input type="checkbox"/> | Details | Family-A, Student1 | 12 | 06/26/2025 | Family-A, Guardian | | | COMPLETE | PENDING | 08/25/2025 |

1 - 3 of 3 items

Close Export

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 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 ☆ Dependent Care > Administration > Dependent Care Dashboard

Allen, Joel
25 26 Kids Club

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 Z Allen | | <input checked="" type="checkbox"/> |
| Sibling Brother Allen | | <input type="checkbox"/> |
| Sibling Sister Z Allen | | <input type="checkbox"/> |
| Sibling Brother Z 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) **Last Attendance Date (Required)**
06/29/2025 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"/> |

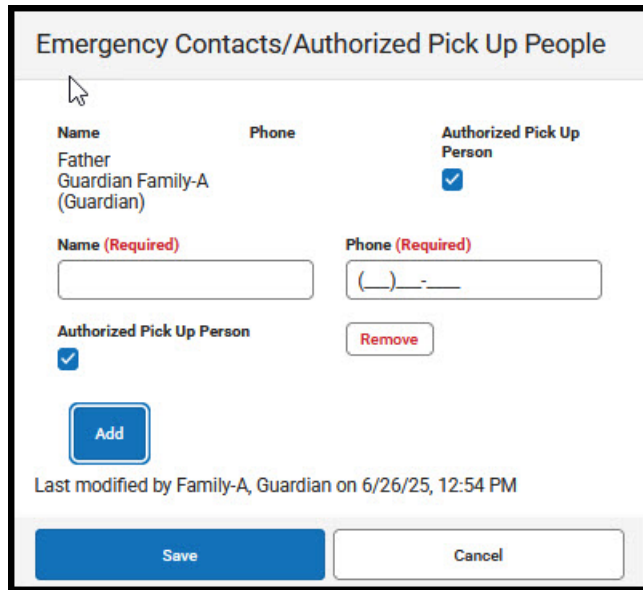
After School

Select this Section

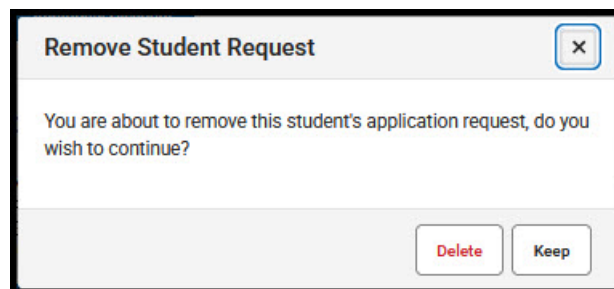
| | | | | |
|--------------------------|--------------------------|--------------------------|-------------------------------------|-------------------------------------|
| Monday | Tuesday | Wednesday | Thursday | Friday |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>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

Save
Cancel

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.