**ENROLLMENT ACTIVITY SHEET (EAS)**

**Family Advocates Complete and Upload and Email EAS’s to all below staff members.**

[**Mlane@promiseearlyeducation.org**](mailto:Mlane@promiseearlyeducation.org)

[**Nlarocque@promiseearlyeducation.org**](mailto:Nlarocque@promiseearlyeducation.org)[**Shebert@promiseearlyeducation.org**](mailto:Shebert@promiseearlyeducation.org)[**Dmoore@promiseearlyeducation.org**](mailto:Dmoore@promiseearlyeducation.org)

[**Bplourde@promiseearlyeducation.org**](mailto:Bplourde@promiseearlyeducation.org)

**Rjones@****promiseearlyeducation.org**

**[Mredlevske@promiseearlyeducation.org](mailto:Mredlevske@promiseearlyeducation.org)**

[**Oscott@promiseearlyeducation.org**](mailto:Oscott@promiseearlyeducation.org)

[**Ersea@promiseearlyeducation.org**](mailto:Ersea@promiseearlyeducation.org)

**Site Sup/Coordinator for the Childs Location**

Please include the Site Supervisor for the child’s location.

Connors EAS must include, [Mmiller@lewistonpublicschools.org](mailto:Mmiller@lewistonpublicschools.org) and, [KKaiser@promiseearlyeducation.org](mailto:KKaiser@promiseearlyeducation.org)

**Child’s Name:**  **D.O.B**: **Center**:

**Allergies? Yes No Medical Condition? Yes No**

**Child previously enrolled with Promise Early Education Center  Yes No**

**Add Family to Talking Points: Yes  No Separate contacts in Talking Points: Yes No**

1. **Parents Name:**       **Phone Number:**       **Language Preference:**
2. **Parents Name:**       **Phone Number:**       **Language Preference:**

**Activity:**

**New Enrollment Date Started:**

**Modified Schedule:**  **Start Time / End Time:** **Days:**       **Approved By**:

**Transfer From:** **To:**  **Date of transfer:**

**Withdrawn: Effective Date:**          **Reason:**

**Dropped:** **Effective Date:**          **Reason:**

**\*\*Please check that the following have been completed prior to Sending EAS for Transfers or Drops\***

**TSG Assessments & Family Conference Forms/Child Report Cards to Child Plus**

**ASQ / Brigance 45-day screening uploaded into Child Plus**

**All PIR questions answered in Child Plus**

**Comments:**

**Signed:**   **Job Title:** **Date:**