**ENROLLMENT ACTIVITY SHEET (EAS)**

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

**Mlane@promiseearlyeducation.org**

**Nlarocque@promiseearlyeducation.org****Shebert@promiseearlyeducation.org****Dmoore@promiseearlyeducation.org**

**Bplourde@promiseearlyeducation.org**

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

**Mredlevske@promiseearlyeducation.org**

**Oscott@promiseearlyeducation.org**

**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 and, 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[ ] **Withdrawn: Effective Date:**          **Reason:**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 upload into Child Plus**

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

[ ]  **All PIR questions answered in Child Plus**

**Comments:**

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