**ENROLLMENT ACTIVITY SHEET (EAS)**

**Please complete and e-mail to all below staff members**

**mlane@promiseearlyeducation.org****Kward-dulac@promiseearlyeducation.org****nlarocque@promiseearlyeducation.org****Shebert@promiseearlyeducation.org****dmoore@promiseearlyeducation.org****Oscott@promiseearlyeducation.org**

**bplourde@promiseearlyeducation.org****Mredlevske@promiseearlyeducation.org**

**rjones@****promiseearlyeducation.org R.Schenberger@promiseearlyeducation.org**

Please include the Site Supervisor for the child’s location

Connors EAS must include Cpratt@lewistonpublicschools.org, Mmiller@lewistonpublicschools.org and Vmartin@lewistonpublicschools.org, 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 Language Preference:** Click or tap here to enter text.

**Parents Name**Click or tap here to enter text. **Phone Number**Click or tap here to enter text.

**Parent Name2**Click or tap here to enter text.**Phone Number**Click or tap here to enter text.

**Maine Care Number Change / New:**

[ ]  **New Effective date:**

[ ]  **Dropped Effective date:**

[ ]  **Private Insurance:**

**Activity:**

[ ] **New Enrollment Date Started:**

[ ] **Never Started** **Reason:**

[ ] **Pregnant** [ ]  **Birth**

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

[ ] **Waiting List For school year:**

[ ] **Transfer From:** Click or tap here to enter text.**To:** Click or tap here to enter text. **Date of transfer:** Click or tap here to enter text.

[ ] **Withdrawn:**  **Effective Date:**          **Reason:**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:** Click or tap here to enter text.