

Parent Portal - Room Change or Cancellation Request

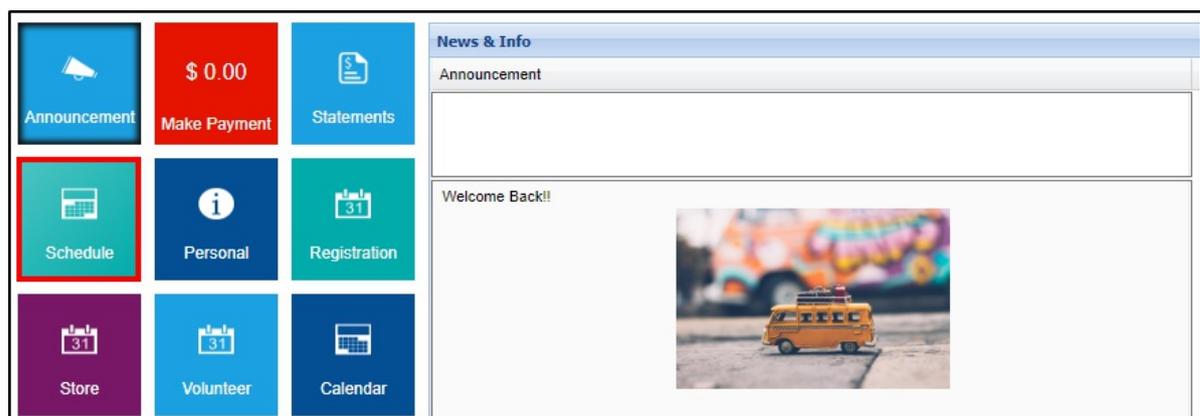
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From the parent portal, parents have the ability to request a schedule cancellation or schedule change. Below will walk through deleting a schedule, and requesting a schedule change via the Assignments tab and the Calendar tab.

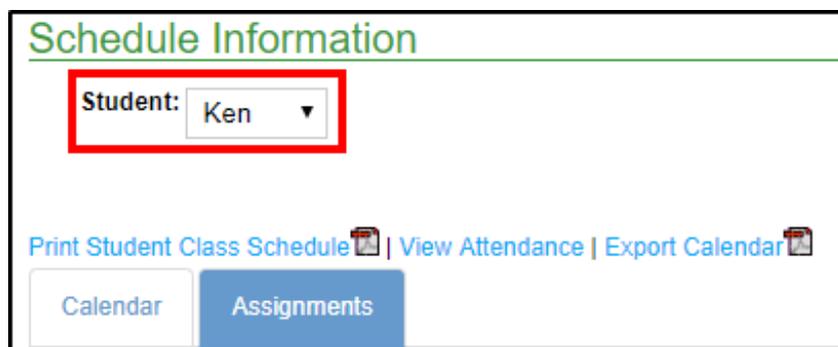
Please Note: multiple settings must be enabled prior to parents being able to request schedule changes. [Click here for instructions.](#)

Deleting a Schedule

1. From the home screen of the parent portal, click the Schedule/Attendance



2. Select the student's name from the drop-down, if applicable



3. To delete a schedule, click the delete icon

Calendar		Assignments					
Program Assignments							
	Active	Room	Effective Date	End Date	M	T	
	<input checked="" type="checkbox"/>	ABC Kindergarten Room ~ Central Falls	08/06/2018	12/31/2018			
		ABC Kindergarten Room ~ Central Falls	11/19/2018	11/20/2018	09:00 AM to 03:45 PM	09:00 AM to 03:45 PM	09:00

4. Select the Schedule Cancel Date and enter any Notes

Cancel Schedule Request X

ABC Kindergarten Room ~ Central Falls

Schedule Cancel Date:

Notes:

5. Click Submit

6. Click OK on the confirmation popup

family.daycareworks.com says

Schedule cancel request was saved successfully.

7. The cancellation request will move to the Pending Future Program Assignments section

Pending Future Program Assignments							
	Status	Room	Effective Date	End Date	Monday	Monday Expected Arrival	Monday Depa
<input checked="" type="checkbox"/>	Cancel Pending	ABC Kindergarten Room ~ Central Falls	10/25/2018	10/25/2018			

Updating a Schedule from the Assignments Tab

1. Click the edit icon next to the program/room assignment

Assignments		Calendar		Program Assignments				
	Active	Room	Effective Date	End Date	M	T		
		 AM, Before School Care ~ DCW Transactional- Center 1	12/18/2017	05/25/2018				

2. Enter the Start Date, days, and times of the new schedule and enter any necessary notes

Schedule Change Request

Room:
AM, Before School Care ~ DCW Transactional- Center 1

Start Date:

New Schedule:

Scheduled Days	Expected Arrival	Expected Departure
Apply To All: <input type="checkbox"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>
Monday: <input type="checkbox"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>
Tuesday: <input type="checkbox"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>
Wednesday: <input checked="" type="checkbox"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>
Thursday: <input checked="" type="checkbox"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>
Friday: <input checked="" type="checkbox"/>	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>

Notes:

3. Click Submit Request
4. Once the request is submitted, it will display in the Pending Future Program Assignments section. After the schedule change has been approved, it will then be located under the Program Assignments section

Pending Future Program Assignments							
	Status	Room	Effective Date	End Date	Monday	Monday Expected Arrival	Monday Expected Departure
<input checked="" type="checkbox"/>	Pending	AM, Before School Care ~ DCW Transactional- Center 1	04/09/2018	05/25/2018			

Updating a Schedule from the Calendar Tab

When the configuration setting Allow Editing Schedule change Requests via Calendar ([System Config > Extended](#)) is set to Yes, the Assignments tab cannot be used to edit program details, only delete a schedule.

1. Select the Calendar tab

Schedule Information

Student:

[Print Student Class Schedule](#) | [View Attendance](#) | [Export Calendar](#)

Calendar | Assignments

Day | Week | Month

06/10/2019 – 06/16/2019

- To select a new time, click the mouse at the start time of a specific day. Drag the mouse down to the end time. The new scheduled time will be green instead of blue

Day | Week | Month

06/24/2019 – 06/30/2019

Today

	Mon, June 24	Tue, June 25	Wed, June 26	Thu, June 27	Fri, June 28
07:00 AM					
08:00 AM	08:30 AM - 04:00 PM Preschool B	08:30 AM - 04:00 PM Preschool B	08:20 AM - 03:30 PM New Schedule Change Request	08:30 AM - 04:00 PM Preschool B	08:30 AM - 04:00 PM Preschool B
09:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
01:00 PM					
02:00 PM					
03:00 PM					
04:00 PM					

Currently Scheduled
 New Schedule

Please note: When your change request is approved, the new schedule will include *only* the green slots you have selected.

- Once the times are selected, a New Schedule Change Request screen will appear. Complete the necessary information

08:20 AM - 03:25 PM New Schedule Change Request

Children: Carson Miller Steven Miller Stephanie Miller

Time Period: 08:20 AM ▾ 26 ▾ June ▾ 2019 ▾ - 03:25 PM ▾ 26 ▾ June ▾ 2019 ▾

Apply to Existing Schedule:

Notes:

Save Cancel Delete

- Children - select the students this schedule change will apply to
- Time Period - choose the date and times of the new schedule
- Apply to Existing Schedule - select apply to existing schedule to change the schedule for the entire week. Uncheck this field to change the times for the specified date only
- Notes - enter any necessary notes

4. Click Save

5. The request will be pending and green until an admin approves the request. While the request is pending, it can be edited and/or deleted. To edit/delete the request, click the date and select the details icon or trashcan symbol

