

Participant IEF/Child Enrollment Form

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CST

The Participant IEF/Child Enrollment Form report prints enrollment and/or income eligibility forms for participants you select.

Required Permissions: You must have the **Children (Reports)** permission enabled on your account to run Participant reports.

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
 - **Category:** Participants
 - **Report:** Participant IEF/Child Enrollment
 - **Participants:** Select Specific Child or Multiple Children.
 - **Specific Participant:** Click the **Select a Participant** drop-down menu and select the participant for whom to run the report.
 - **Multiple Participants:** Click the **Status** drop-down menu and select **Active, Pending, or Both**. Then, select how to sort the participants included. You can sort by **Participant Number, Participant First Name, or Participant Last Name** (this option appears after the Forms drop-down menu).
 - **Forms:** Select **Enrollment Page Only, Income Eligibility Page Only, or Both**.
3. Click **Run**. A PDF downloads.

Note: According to your display settings, this report and its associated category may be called something different, such as Child IEF/Child Enrollment Form and Children. For more information, see [Set Display Settings](#).