How to Withdraw Children

When a child leaves a child care center, they should be withdrawn from the program. Withdrawing a child removes them from future rosters. However, you can still access a withdrawn child's information and claim history.

1. From the menu to the left, click **Activate Children**.
2. Use the **Find Records** section to filter the records that display.
   a. Choose whether to activate children for **All Active Centers** or the **Selected Center**. If you choose the **Selected Center** option, click the **Select Center** drop-down menu at the top of this page and select the center.
   b. Click the **Exclude Children if Enrollment Finalized** drop-down menu, select **Before** or **After**, and then select a date in the corresponding date field.
   c. Click **Go** to apply your filters.
3. Check the box next to the child(ren) to withdraw.
4. Click **Withdraw**.
5. At the **Are You Sure** prompt, click **Yes**.