Exiting Children in Cocoa (Cocoa 儿童退出情况)

When a child leaves an agency, the child must be exited in Cocoa. This important step indicates that the child is no longer enrolled at the agency and ensures the ELS payment is accurate. To exit a child:

1. Find the child’s Information page and select the Enrollment tab. (找出儿童资料的页面, 选择“入学”选项)

2. On the Enrollment tab, select Exit Session under the child’s Current Enrollment. (在“入学”选项和儿童的“当前入学”下选择“退出”)

有問題嗎？請聯絡兒童委員會的協助台，電話 415.343.4669 或電郵 support@childrenscouncil.org

The Help Desk (協助台) 由 OECE 資助以支持 ELS 和 PFA 計劃。
3. Enter End date. The date is the last day of the child’s enrollment. (然后输入结束日期, 日期是儿童入学后的最后一天)

Select a Reason for the child’s exit. Multiple reasons may be selected. (选择儿童退出的原因, 可以从中选择某一原因)

Select Exit Session. (然后选择退出)
4. The Enrollment page will say, “Successfully exited the enrollment” and the enrollment will now be listed as Previous Enrollment. (入学页面将会显示“成功退出注册”，入学现在将被列为以前的注册)