

Discharging a Child



Discharging refers to anytime a child permanently leaves your program *for any reason*. You will use this when children exit your program because of aging out, parent/guardian choice, challenging behaviors or any other reason. In this way, the PIDS system pulls reports for children who are currently enrolled in the program. **Do not delete any children from your PIDS account unless they were never supposed to be there.** This way, "past" data reports will remain accurate.

Children + Add New Child

All Children

This table contains all children, regardless of enrollment status.

Enter text to search... Search

ID	Name	Birth Date	Enrollment Date	Discharge Date	IEP?	DLL?	Program	Actions
B1	Katniss Everdeen	03/15/2020	06/15/2020		No	No	The Meadow	Actions
B2	Willy Wonka	12/13/2019	03/13/2020		No	Yes	The Meadow	Actions
B3	Holly Golightly	07/01/2020	10/01/2020		No	No	The Meadow	Actions
B4	Stanley Hudson	04/04/2020	07/04/2020		No	No	The Meadow	Actions

1. Access Children Dashboard:

- Use the side menu or the pull-down menu from the black bar at the top of the screen to navigate to the Children dashboard.

2. Locate the Child:

- Type the child's name into the search bar.
- Click on "Actions" and then "Edit" next to the child's name

3. Update Classroom Assignment:

- Scroll down to the Classroom Assignment History section.
- Find the current classroom assignment and click "Actions," then "Edit" next to the classroom's name.
- Click "Save" to save the updates.

Classroom Assignment History + Add New Assignment

All Classroom Assignments for this Child

Enter text to search...

Classroom	Assign Date	Leave Date	Leave Reason	Actions
(B01) Bunnies	08/28/2019	09/07/2020	Move to a different classroom	Actions
(C12) Crickets	09/08/2020			Actions

Previous 1 Next

Edit Classroom Assignment

Assign Date: 09/08/2020 - Classroom: (C12) Crickets -

Leave Date: - Leave Reason: --Select-- -

Cancel Save

4. Record Discharge Information:

- Scroll to the Basic Information section at the top.
- Enter the last date the child attended the program in the Discharge Date field.
- Choose the appropriate reason in the Discharge Reason field.

5. Save Changes:

- Scroll to the bottom of the screen.
- Click "Save" to save the updates.

These steps should guide programs through the process of discharging a child from the program in the PIDS system. Let me know if you need further clarification! f.saganey@usu.edu

Basic Information Save and Download/Print

Program: The Meadow

First Name: Oloro Last Name: Monroe Date of Birth: 05/28/2019 -

ID Number: C4 Enrollment Date: 08/28/2019 - Gender: Female -

Ethnicity: Not Hispanic or Latino - Race: Black or African-American - Dual Language Learner (DLL): No -

Individualized Education Program (IEP): No -

Discharge Date: - Discharge Reason: --Select-- -