



**Administration for  
Children's Services**

QUICK REFERENCE GUIDE:  
PLACEMENT ROSTER

## PLACEMENT ROSTER

The placement roster shows you all the children currently enrolled in your care. If you care for more than 10 children, a filter option will appear on the left side of the screen allowing you to filter by age. Clicking each column header allows you to sort the data in ascending or descending order.

Action	Child Number	Child Name	Age	Case Name
	XXXXXXXXXX	XXXXXXXXXX	6.03	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX	3.01	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX	5.01	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX	6.02	XXXXXXXXXX
	XXXXXXXXXX	XXXXXXXXXX	4.01	XXXXXXXXXX

Hovering over each icon in the **Action** column will let you know what that icon does.



Child Information

Child Number: XXXXXXXXXXXX | Child Name: XXXXXXXXXXXX | Case Name: XXXXXXXXXXXX | Age: 5.04

Level Of Care: P | Enroll Start Date: 10/01/2019 | Enroll End Date:

Drop

Drop Code: Select | Drop Date: [ ]

Save | Reset

