Monthly Enrollment

The following information is collected at the program level and/or center-level.

Operated this month:	Yes/No
Last day of services provided:	[Date]
Funded Enrollment:	[Pre-populated field]
[Head Start/Early Head Start/Migrant] Enrollment:	[Enrolled – numerical field] [Reserved] [Vacant (less than 30 days) [Monthly Total – Calculated field]
Grantee Comments:	[Text Field]
Initially Reported:	[Pre-populated field]
Last Modified:	[Pre-populated field]

Definitions:

Operational (or any variation of) — *the program was open and children were enrolled during the month.*

Enrolled - *Report the total number of children (and pregnant women in Early Head Start programs) that have been accepted and attended at least one class (or at least one home visit for the home-based option) on the last operating day of the requested month (see Head Start Performance Standards section 1305.2).*

Reserved - *Report any slots reserved for families experiencing homelessness or children in foster care. No more than 3 percent of a program's funded enrollment slots may be reserved. If reserved slots are not filled within 30 days, they become regular vacancies which can be counted as enrolled slots for up to 30 days (see Head Start Performance Standards section 1302.15(c)).*

Vacant (less than 30 days) - *Report any slots that were vacant less than 30 days in this category. After 30 days, the slot is not counted as enrolled (see Head Start Performance Standards section 1302.15(a)).*