



DRDP Online Roles and Permissions

Roles	Permissions
Coach	View and Download Group Reports View DRDP Resources
Teacher	View and Download Reports View and Edit Portfolio View Child Enrollment View Dashboard Classrooms View DRDP Resources View My Classes View, Enter, and Edit Child Rating
Teacher of Record	Edit Share Status View and Download Reports View and Edit Portfolio View Child Enrollment View Dashboard Classrooms View DRDP Resources View My Classes View Shared Child View, Enter, Edit, and Lock Child Rating
Teacher Of Record + Enrollment	Edit Teachers View and Download Reports View and Edit Portfolio View and Edit Share Status of Child View Dashboard Classrooms View DRDP Resources View Pending Re-Enrollments View Pending Transfer View Pending Withdraws View Total Locked Children View, Create, and Edit Child Records View, Create, and Edit Classrooms View, Enter, Edit, Lock, and Unlock Child Rating

Roles	Permissions
<p>Site Administrator</p>	<p>Accept, Decline, or View Pending Transfers Accept, Edit, Decline or View Withdraws Accept, Edit, Decline, or View Pending Re-Enrollments Accept, Edit, Decline, or View Pending Release Requests Assign Approved Vendor to Agency Account Create and Edit Child Accounts Create and Edit Classrooms Create and Edit Enrollments Create, Edit, and Deactivate User Accounts Download Demographics Incl. Ratings Download Demographics Only View and Delete Share Status of Child View and Download Reports View Portfolio View, Create, and Edit News Items</p>
<p>Agency Administrator</p>	<p>Assign Approved Vendor to Agency Account Create and Edit Child Accounts Create and Edit Enrollments Create and Edit Sites Create, Edit, and Deactivate User Accounts Create, Edit, and Delete Classrooms Download Demographics Incl. Ratings Download Demographics Only View and Download Reports View and Edit Share Status of Child View Pending Re-Enrollments View Pending Release Requests View Pending Transfers View Pending Withdraws View, Add, and Edit Portfolio View, Create, and Edit News Items</p>

Roles	Permissions
<p>Data Entry/Analyst</p>	<ul style="list-style-type: none"> Assign Approved Vendor to Agency Account Create and Edit Child Accounts Create and Edit Enrollments Create and Edit Sites Create, Edit, and Deactivate User Accounts Create, Edit, and Delete Classrooms Download Demographics Incl. Ratings Download Demographics Only View and Download Reports View and Edit Share Status of Child View Pending Re-Enrollments View Pending Release Requests View Pending Transfers View Pending Withdraws View, Add, and Edit Portfolio View, Create, and Edit News Items
<p>Family Childcare Provider</p>	<ul style="list-style-type: none"> Assign Approved Vendor to Agency Account Create and Edit Child Accounts Create and Edit Enrollments Create Custom Rating Views Create, Edit, and Deactivate Sites Create, Edit, and Deactivate User Accounts Create, Edit, and Delete Classrooms Download Demographics Incl. Ratings Download Demographics Incl. Ratings and Scores Download Demographics Incl. Scores Download Demographics Only Select and Lock Rating Views Show Companion Documents for Download Demographics View and Download Reports View and Edit Rating Periods View and Edit Share Status of Child View Pending Re-Enrollments View Pending Release Requests View Pending Transfers View Pending Withdraws View, Add, and Edit Portfolio View, Create, and Edit News Items View, Edit, and Deactivate Rating Periods

Roles	Permissions
Head Start Grantee Admin	Access to Child Demographics Assign Approved Vendor to Agency Account Create and Edit Child Accounts Create and Edit Rating Views Create and Edit Sites Create Custom Rating Views Create, Edit, and Deactivate User Accounts Create, Edit, and Delete Classrooms Create, Edit, and Delete Enrollments Head Start Children Page View and Download Reports View and Edit Rating Periods View and Edit Share Status of Child View Pending Re-Enrollments View Pending Release Requests View Pending Transfers View Pending Withdraws View Portfolio View, Create, and Edit News Items
Lead Agency Administrator	Assign Approved Vendor to Agency Account Create and Edit Child Accounts Create and Edit Enrollments Create Custom Rating Views Create, Edit, and Deactivate Sites Create, Edit, and Deactivate User Accounts Create, Edit, and Delete Classrooms Download Demographics Incl. Ratings Download Demographics Incl. Ratings and Scores Download Demographics Incl. Scores Download Demographics Only Select and Lock Rating Views Show Companion Documents for Download Demographics View and Download Reports View and Edit Rating Periods View and Edit Share Status of Child View Pending Re-Enrollments View Pending Release Requests View Pending Transfers View Pending Withdraws View, Add, and Edit Portfolio View, Create, and Edit News Items View, Edit, and Deactivate Rating Periods