

Application for change of placement form

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1. Description of the function

“Apply for changed placement form” is a service that allows guardians to notify if the child needs more or less time in childcare.

Submitted notifications are handled by an administrator within the municipality.

The functions available in the service may vary depending on your municipality’s settings.

2. Ongoing, registered and upcoming placement form

Here you can see the child’s ongoing, registered and upcoming placement grounds.

The information the guardian sees is: the applied placement ground, when the placement ground will start to apply, who the application applies to, any attached documents and registered additional information.

Ongoing placement grounds:

The ongoing placement ground registered in the system are displayed here.

Registered application for changed placement ground:

Here you can view the registered application for changed placement ground. This application is under processing and has not yet been approved by the municipality. You can change or delete the application.

Upcoming placement grounds:

Here you can view the upcoming placement ground. This application has been approved by the administrator and cannot be changed.

You can follow the status of the registered application.

- Awaiting processing from the municipality = This status is displayed when the application is registered and is being reviewed.
- Incomplete = This status is displayed when the application needs to be supplemented.
- Incomplete (updated) = This status is displayed when the application has been completed.

- Approved = This status is displayed when the registered application is approved.
- Active = This status is displayed when an application is active.

You can see and read any information that the administrator has entered and chosen to publish. A message is also sent when the status of the application changes.

A registered application can be edited and deleted as long as it has not been approved by the administrator.

To delete or edit a notification, click on the current row.

3. Information from the municipality

In this step, information about the application to change placement ground is displayed. You must read and acknowledge this information before proceeding.

4. Register a new application for a changed placement form

Here you fill in relevant details for the application for changed placement form.

Depending on your municipality's settings, you may be able to specify the placement form, start date, attach documents, and provide additional information regarding the notification.

Supported file formats for attachments: pdf, jpg, jpeg, png, doc, docx, xls, xlsx.
Maximum file size per attachment: 25 MB.