

# Report change of placement form

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## 1. Description of the function

“Report 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. Current and upcoming placement form

This section displays the child's current and upcoming placement form, if any.

If you have a started notification, you can track its status:

- **Awaiting processing by the municipality** = This status appears when the notification is registered and under review by your municipality.
- **Incomplete** = This status appears when the notification needs to be supplemented.
- **Incomplete (updated)** = This status appears when the notification has been supplemented.
- **Approved** = This status appears when the registered notification is approved.
- **Active** = This status appears for a current notification.

An upcoming report can be edited as long as it is not approved.

You can delete a report as long as it is not active.

To delete or edit a report, click on the relevant row.

## 3. Information from the municipality

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

#### **4. Register a new notification for placement type**

Here you fill in relevant details for the report of 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.