

# Georgia's Pre-K Program

*PANDA Roster System: Aspen Process*



# Overview



## Student Data Entry

- Entering student data
- Required documentation for student data entry
- Submitting roster to DECAL
- Avoiding/addressing data entry issues



# Entering Student Information Options

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- **Manual Data Entry**

- Each student is entered via the Add Student screen in PANDA.

- **Upload Process**

- Program creates student upload file(s) and uploads Student information in bulk to PANDA.
- Available until the first roster has been submitted for the class.
- This option is available for public and private providers.
- Programs using Aspen should use the upload process.



# Pre-K Roster Reporting Dates

## *Pre-K Providers' Operating Guidelines (18.6)*

ROSTER	OPEN FOR ENTRY	COUNT DATE	DUE DATE
<b>1</b>	8/1/2022	9/9/2022	9/16/2022
<b>2</b>	10/3/2022	11/4/2022	11/14/2022
<b>3</b>	12/9/2022	1/13/2023	1/20/2023
<b>4</b>	2/10/2023	3/10/2023	3/17/2023

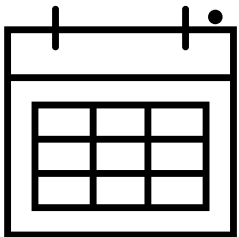


# Count Date and Due Date

## Count Date

- Date providers verify students who are enrolled and physically attending in their program.
- Students who have physically attended the program but are absent on the count date should be reported on the roster.
- Children whose parents have submitted enrollment paperwork but have not attended a scheduled Pre-K instructional day should not be reported.

Any changes occurring after the count should be reported on the next roster.



## Due Date

- The roster and waiting lists should be submitted by close of business on the due date.
- It is very important that the roster is submitted on time.
- The October - May payments will be based on roster data, and the data will be reviewed to determine proration of operating costs.



# Log in to PANDA



search decal.ga.gov

- Agency
- Programs
- Families
- Teachers
- Providers
- POWER/STABLE
- Contact

**Let's prevent Pediatric Vehicular Heatstroke!**

**LOOK AGAIN**  
GA • USA  
NEVER LEAVE A CHILD ALONE IN A VEHICLE  
WWW.DECAL.GA.GOV

**Learn More**

- Find Child Care
- Find Georgia's Pre-K
- Find a Meal Site
- Career Opportunities
- Criminal Records Check
- License Fee Payments
- FAQ



**News**

**Jul 01, 2022**  
Happy Helpings, Georgia's Summer Food Service Program, Provides Free Nutritious Meals for All Children during the Summer

**Jun 08, 2022**  
Georgia's Pre-K 2022 Summer Transition Program is Underway

**Jun 16, 2022**  
Nutrition Newsletter June 2022- Happy Helpings

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Georgia Department of Early Care and Learning

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Bright from the Start @GADeptEarlyCare

- Quick Links**
- CAPS
  - CACDS
  - DECAL Foundation
  - DECAL KOALA
  - DECAL Scholars
  - GAATLAS
  - GaPDS
  - GELDS
  - GSU Best Practices
  - OLLI
  - PANDA



# Log in to PANDA



Pre-K Application and Database Access System

Georgia's Pre-K System

## Login

Log In

[Forgot your password?](#)

Click here for easy access to the PANDA Resources page on our website. Here you will find helpful documents including the Roster Data Entry Training Documents, Roster/WaitList Upload templates, Calendar instructions, Recon instructions, Frequently Asked Questions, and more.

Support for Panda is available from 8 AM - 5 PM Monday through Friday. All emails to [PANDA Support](#) will be answered during business hours.

[Go to Bright from the Start website](#)

Under the leadership and personal involvement of Governor Zell Miller the Georgia's Pre-K Program began as a pilot program serving 750 at-risk four-year-old children and their families at 20 sites in 1992. A major milestone was reached during the 2009-2010 school year when Georgia became the first state in the nation to serve more than one million Pre-K children in a voluntary, universal, lottery-funded program. Today 84,000 children are being served across all the counties in the state, with more than 1.6 million children served since the program's inception.

# PANDA Student Training Document

- Provides instructions for the manual student data entry process and the upload process.
- The Student Data Training Document and additional PANDA resources are posted on the PANDA Resources webpage. The Resources webpage can be accessed from the PANDA dashboard via the Help button.

Directors / PANDA Resources

## PANDA RESOURCES

PANDA (Pre-K Application and Database Access) is the online provider service system for Georgia's Pre-K Program. Through PANDA, providers can submit applications, complete rosters and waiting lists, check on payments, submit their reconciliation, and update site and contact information. The documents below are designed to assist providers with performing these functions in PANDA. For questions about PANDA, please contact Georgia's Pre-K Program at [panda.support@dec.al.ga.gov](mailto:panda.support@dec.al.ga.gov).

### Documents List

- [PANDA Frequently Asked Questions \(FAQ\)](#)
- [PANDA Payment Advice Instructions](#)
- [PANDA Provider Calendar Instructions](#)
- [PANDA Student Data Training Document](#)
- [PANDA Teacher Data Entry Training Document](#)
- [Race & Ethnicity Instructions](#)
- [PANDA Student Roster Template 2023](#)
- [Teacher Roster Tips- Tips for Updating Roster 1 Teacher Data](#)
- [Roster Tips- Entering Roster 1 Student Data](#)
- [PANDA Waiting List Instructions](#)

Today is: 8/18/23

[Help](#)

## Welcome to PANDA

Entered or reviewed. The number of menu items displayed is based on your role within your organization. More menu items will appear as DECAL adds more functionality to the system in the next program year, click on "Enter Application", to enter a roster, click on "View/Edit Roster".

For questions or assistance, please contact PANDA support at [panda.support@dec.al.ga.gov](mailto:panda.support@dec.al.ga.gov). Emails to PANDA support will be answered during normal business hours.

on need access to PANDA, each person should have their own unique user account and select "PANDA Provider User Management" from the menu.

For PANDA users: viewing Payment Advices, submitting a Pre-K Application, and updating Roster 1 Student Data to reflect PANDA's new and improved user interface.

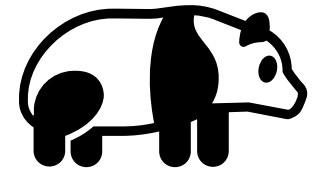
August 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10





# PANDA Provider User Roles



## Provider Management Role

- Perform all tasks that providers are authorized to perform
- Enter roster and wait list data
- Submit rosters to DECAL
- Set up PANDA accounts for employees

## Provider Roster Role

- Enter roster and wait list data
- Cannot submit rosters to DECAL



# Upload Process Guide



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# Upload Process

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**The upload process is available until the first roster has been submitted for the class.**

- Classes funded later in the school year can upload their first roster.
- Students that enroll after the upload process has been completed should be entered on the roster manually.



# Upload Process Guide

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The upload process consists of two steps:

1. Create the student upload file(s) by using **one** of the following templates:

- Private Providers:

- PANDA Student Roster Template from the PANDA Resources webpage
- Pre-Populated template from ChildPlus

- Public School Providers:

- Pre-populated template from Infinite Campus
- Pre-populated template from PowerSchool
- Pre-populated template from ASPEN


2. Upload the completed student roster file(s) and resolve any errors.



# Entering Student Information

## Refer to the Roster Information Form

- Parent/Guardian Information
- Ethnicity
- Race
- Dual Language Learner (DLL)
- Multiple Birth Information
- Individualized Education Plan (IEP)
- Category One Designation



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Georgia's Pre-K Program  
Roster Information Form

This form is to be completed after school starts, not at the time of registration. **Please clearly print** the name as it appears on the birth certificate. *(Por favor escriba el nombre como aparece en el certificado de nacimiento.)*

<b>TODAY'S DATE (M/D/Y):</b> ___/___/___		
<b>CHILD INFORMATION:</b>		
Legal Last Name ( <i>Apellido</i> ):	Name Suffix (Sufijo) (Jr,II,III):	
Legal First Name ( <i>Primer Nombre</i> ):	Name Child is Called:	
Legal Middle Name ( <i>Segundo Nombre</i> ):		
Child's Social Security#	DOB ( <i>Fecha de Nacimiento</i> ) (M/D/Y): ___/___/___	Gender ( <i>Sexo</i> ): M <input type="checkbox"/> F <input type="checkbox"/>
Date enrolled in Pre-K (M/D/Y): ___/___/___		
<b>PARENT/GUARDIAN INFORMATION:</b>		
Last Name:		First Name:
Relationship: Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandparent <input type="checkbox"/> Guardian <input type="checkbox"/>		
<p>1. Is your child's ethnicity <b>Hispanic/Latino/Spanish</b> regardless of race? (<i>¿Es Ud. Hispano/Latino o de Origen Hispano, sin importar la raza?</i>)</p> <p><input type="checkbox"/> Yes (<i>Si</i>) <input type="checkbox"/> No (<i>No</i>) <input type="checkbox"/> Decline to Answer (<i>negarse a contestar</i>)</p> <p>Please select <b>ONE OR MORE</b> of the following races regardless of how you answered question one. (<b>TODOS deben seleccionar <u>UNA O MAS</u> de las siguientes razas sin importar cómo haya contestado la primera pregunta.</b>)</p> <p>2. Is your child:</p> <p><input type="checkbox"/> a. <b>White</b> – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (<b>Blanco</b> – Una persona que tiene orígenes en los pueblos provenientes de Europa, el Medio Oriente, o África del Norte).</p> <p><input type="checkbox"/> b. <b>Asian</b> – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Pakistan, the Philippine Islands, Thailand, and Vietnam. (<b>Asiática</b> – Una persona con orígenes en los pueblos provenientes del Lejano Oriente, Suroeste de Asia, o el subcontinente Hindú incluyendo, a Cambodia, China, India, Japón, Corea, Malasia, Pakistán, Las Filipinas, Tailandia, y Vietnam.)</p> <p><input type="checkbox"/> c. <b>Native Hawaiian or Other Pacific Islander</b> – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (<b>Nativo de Hawaii u Otra Isla del Pacífico</b> – Una persona con orígenes en los pueblos provenientes de Hawaii, Guam, Samoa, u otra Isla del Pacífico.)</p> <p><input type="checkbox"/> d. <b>Black or African American</b> – A person having origins in any of the Black racial groups of Africa. (<b>Negro o Afro Americano</b> – Una persona con orígenes en los pueblos provenientes de África o en grupo racial Negro.)</p> <p><input type="checkbox"/> e. <b>American Indian or Alaskan Native</b> – A person having origins in any of the original peoples of North and South America including Central America, who maintains a tribal affiliation or community attachment. (<b>Indio Americano o Nativo de Alaska</b> – Una persona con orígenes en los pueblos provenientes de América Del Norte y del Sur, incluyendo América Central, que mantiene una afiliación tribal o comunitaria.)</p> <p><input type="checkbox"/> f. <b>Decline to Answer</b> (<i>negarse a contestar</i>)</p>		
<p>3. What is your child's primary language? (<i>¿Cuál es el idioma primario de su hijo(a)?</i>)</p> <p><input type="checkbox"/> English (<i>Inglés</i>)</p> <p><input type="checkbox"/> A language other than English (<i>Un idioma diferente al Inglés</i>)</p>		<p>4. Was your child born as a: (<i>El parto en que Ud. tuvo a su hijo(a) fue de:</i>)</p> <p><input type="checkbox"/> Single Birth (1) (<i>Un sólo niño</i>)</p> <p><input type="checkbox"/> Twin (2) (<i>De mellizos</i>)</p> <p><input type="checkbox"/> Triplet (3) (<i>De trillizos</i>)</p> <p><input type="checkbox"/> Quadruplet (4) (<i>De cuatrillizos</i>)</p> <p><input type="checkbox"/> Quintuplet (5) (<i>De quintuples</i>)</p>
<p>5. Does your child have an Individualized Education Plan (IEP)? (<i>¿Tiene su hijo(a) un Plan de Educación Individualizada (IEP)?</i>)</p> <p><input type="checkbox"/> Yes (<i>Si</i>) <input type="checkbox"/> No (<i>No</i>)</p>		<p>6. Does your child receive any of the following services? (<i>¿Recibe su hijo(a) alguno de estos servicios?</i>)</p> <p><input type="checkbox"/> Childcare and Parent Services (CAPS) (child care subsidy program)</p> <p><input type="checkbox"/> Food Stamps (<i>Cupones de Alimentos</i>)</p> <p><input type="checkbox"/> SSI</p> <p><input type="checkbox"/> Medicaid</p> <p><input type="checkbox"/> Temporary Assistance for Needy Families (TANF)</p>
<p>7. Will the Pre-K center be providing transportation for your child? (<i>¿Recibirá su hijo(a) transporte en el Centro donde va a asistir a Pre-K?</i>)</p> <p><input type="checkbox"/> Yes (<i>Si</i>) <input type="checkbox"/> No (<i>No</i>)</p>		
Parent/Guardian Signature		Date
Georgia's Pre-K Program Operating Guidelines		Appendix D

# Entering Student Information

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## **Gather the following prior to student data entry:**

- Attendance Records
- Student Documentation
  - Pre-K Registration Form
  - Age Documentation
  - Residency Documentation
  - Social Security Card or Student Social Security Number Information Form (Appendix B)
  - Category One Documentation (if applicable)
  - Roster Information Form (Appendix D)



# ASPEN



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# Reporting Students on the Roster

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## DO REPORT

- Students who are enrolled and receiving instructional services on the count date
- Students who are absent on the count date but attended prior to the count date.
- Students who received instructional services at least one day.



## DO NOT REPORT

- Students who start after the Count Date
- Students who have enrollment forms and documents on file but have not attended.





# Creating an Upload File from ASPEN

Work with your ASPEN district coordinator to ensure the State Codes have been updated in the Person Relationship Codes Table. The only acceptable values that can be reported in the PANDA Export are: Mother, Father, Grandparent, and Guardian. Assign these state codes to the appropriate values in the State Code column in the below reference table.

Reference Tables :: Person Relationship Codes

Options Reports Help Search on State

< 1:Mother |Mother >

<input type="checkbox"/>	SeqNo	Code	Description	State
<input type="checkbox"/>	0	Mother	Mother	Mother
<input type="checkbox"/>	0	Foster Father	Foster Father	Guardian
<input type="checkbox"/>	0	Foster Mother	Foster Mother	Guardian
<input type="checkbox"/>	0	Foster Parents	Foster parents	Guardian
<input type="checkbox"/>	0	Guardian	Guardian	Guardian
<input type="checkbox"/>	0	Grand Father	Grand Father	Grandparent
<input type="checkbox"/>	0	Grand Mother	Grand Mother	Grandparent
<input type="checkbox"/>	0	Grand Parent	Grand Parent	Grandparent
<input type="checkbox"/>	0	Father	Father	Father

**The only Acceptable values that can be reported in the PANDA Export**



# Creating an Upload File from ASPEN

Work with your ASPEN district coordinator to ensure that the **School table** has the correct PANDA Site Id values and that the **Schedule Master table** has the correct PANDA Class ID values for each location.

While the Site IDs remain the same each year, please note that **new Class IDs are assigned each year.**

To verify your Site ID in PANDA:

- Click on **Pre-K, Rosters**, and then **View/Edit Roster**.
- Scroll down to the desired Site Name to locate the Site ID.

To verify your Class ID in PANDA:

- On the View/Edit Roster page, click on the Site Name.
- The Class ID list will display for the specified Site.

The screenshot shows the ASPEN interface. On the left is a navigation menu with a red circle 'a' pointing to 'View/Edit Roster' under the 'Rosters' section. The main content area shows a table of sites with a red circle 'b' pointing to the 'Site ID' column. The table has columns for County, Site ID, Site Name, and Site Address. Two rows are visible: one for Avalon Elementary (Site ID 6501) and one for Bright from the Start Academy (Site ID 6545).

County	Site ID	Site Name	Site Address
DeKalb	6501	Avalon Elementary	659 Allgood Rd.
DeKalb	6545	Bright from the Start Academy	2968 Cravenridge Dr. NE

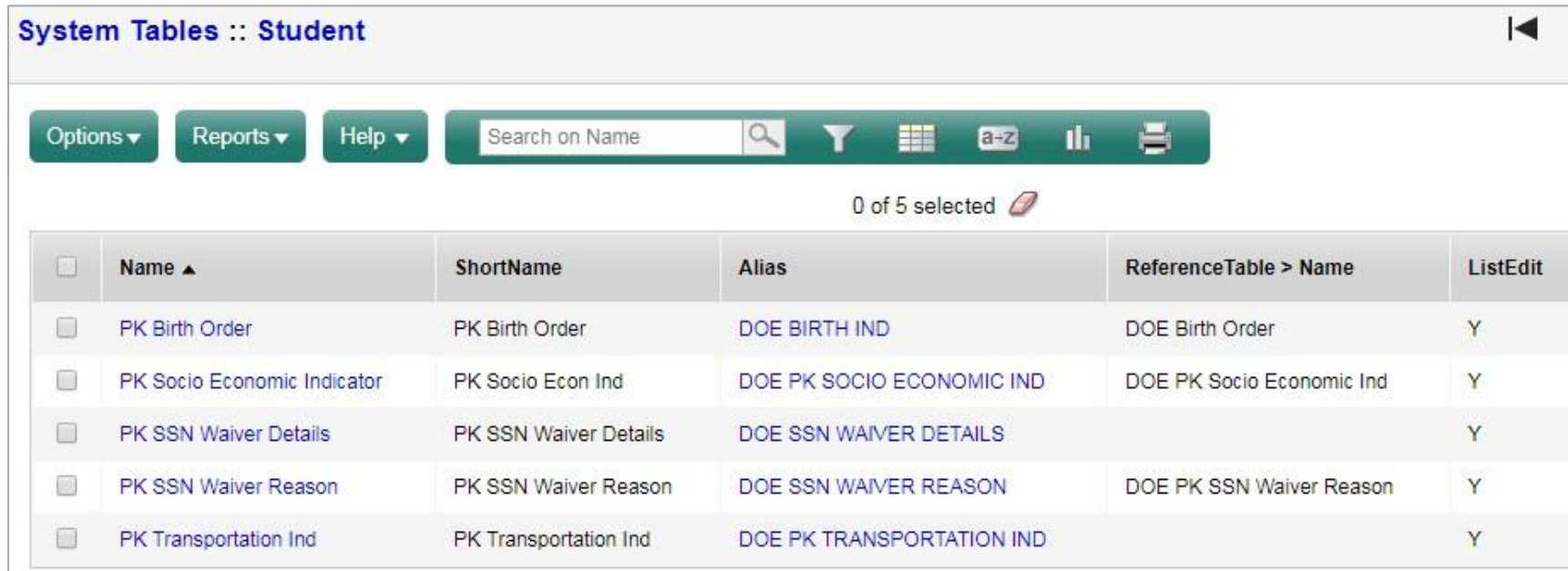
The screenshot shows a table of class IDs for a specific site. A red box highlights the 'Class ID' column. The table has columns for Class ID, Lead Teacher, and Lead Teacher Credential. Two rows are visible: one for Austen, Jane (Class ID 80004) and one for Bronie, Charlotte (Class ID 80005).

Class ID	Lead Teacher	Lead Teacher Credential
80004	Austen, Jane	GaPSC Certification, T4
80005	Bronie, Charlotte	No GaPSC Certification, ECE Bachelor's higher



# Creating an Upload File from ASPEN

Populate the specific Pre-K fields listed below into ASPEN for each student:



System Tables :: Student

Options ▾ Reports ▾ Help ▾ Search on Name 🔍 📄 a-z 📊 🖨️

0 of 5 selected 🍷

<input type="checkbox"/>	Name ▲	ShortName	Alias	ReferenceTable > Name	ListEdit
<input type="checkbox"/>	PK Birth Order	PK Birth Order	DOE BIRTH IND	DOE Birth Order	Y
<input type="checkbox"/>	PK Socio Economic Indicator	PK Socio Econ Ind	DOE PK SOCIO ECONOMIC IND	DOE PK Socio Economic Ind	Y
<input type="checkbox"/>	PK SSN Waiver Details	PK SSN Waiver Details	DOE SSN WAIVER DETAILS		Y
<input type="checkbox"/>	PK SSN Waiver Reason	PK SSN Waiver Reason	DOE SSN WAIVER REASON	DOE PK SSN Waiver Reason	Y
<input type="checkbox"/>	PK Transportation Ind	PK Transportation Ind	DOE PK TRANSPORTATION IND		Y

Be sure to flag only the homeroom class in the Student Schedule table for each child. Otherwise, this will cause duplicates in the upload file. We need to ensure each child has only 1 record in the file.



# Birth Order

System Tables :: Student

Options ▾ Reports ▾ Help ▾ Search on Name 🔍 🗑️ 📄 a-z 📊 🖨️

0 of 5 selected 🍷

<input type="checkbox"/>	Name ▲	ShortName	Alias	ReferenceTable > Name	ListEdit
<input type="checkbox"/>	PK Birth Order	PK Birth Order	DOE BIRTH IND	DOE Birth Order	Y
<input type="checkbox"/>	PK Socio Economic Indicator	PK Socio Econ Ind	DOE PK SOCIO ECONOMIC IND	DOE PK Socio Economic Ind	Y
<input type="checkbox"/>	PK SSN Waiver Details	PK SSN Waiver Details	DOE SSN WAIVER DETAILS		Y
<input type="checkbox"/>	PK SSN Waiver Reason	PK SSN Waiver Reason	DOE SSN WAIVER REASON	DOE PK SSN Waiver Reason	Y
<input type="checkbox"/>	PK Transportation Ind	PK Transportation Ind	DOE PK TRANSPORTATION IND		Y

- If the child is from a single birth, twin, or higher-order multiple birth, enter the total number of children from the pregnancy as the Multiple Birth value.



# Socio Economic Indicator

System Tables :: Student

Options ▾ Reports ▾ Help ▾ Search on Name 🔍

0 of 5 selected 🍷

<input type="checkbox"/>	Name ▲	ShortName	Alias	ReferenceTable > Name	ListEdit
<input type="checkbox"/>	PK Birth Order	PK Birth Order	DOE BIRTH IND	DOE Birth Order	Y
<input type="checkbox"/>	PK Socio Economic Indicator	PK Socio Econ Ind	DOE PK SOCIO ECONOMIC IND	DOE PK Socio Economic Ind	Y
<input type="checkbox"/>	PK SSN Waiver Details	PK SSN Waiver Details	DOE SSN WAIVER DETAILS		Y
<input type="checkbox"/>	PK SSN Waiver Reason	PK SSN Waiver Reason	DOE SSN WAIVER REASON	DOE PK SSN Waiver Reason	Y
<input type="checkbox"/>	PK Transportation Ind	PK Transportation Ind	DOE PK TRANSPORTATION IND		Y

- Category 1 Designation
  - Supplemental Nutrition Assistance program (SNAP)
  - SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF)
  - Child and Parent Services (CAPS) program
  - Child is in foster care
  - Child participates in the free and reduced meal program through the school and income verification is on file.
- Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility.



# SSN Waiver Details/Reason

System Tables :: Student

Options ▾ Reports ▾ Help ▾ Search on Name 🔍

0 of 5 selected 🍷

<input type="checkbox"/>	Name ▲	ShortName	Alias	ReferenceTable > Name	ListEdit
<input type="checkbox"/>	PK Birth Order	PK Birth Order	DOE BIRTH IND	DOE Birth Order	Y
<input type="checkbox"/>	PK Socio Economic Indicator	PK Socio Econ Ind	DOE PK SOCIO ECONOMIC IND	DOE PK Socio Economic Ind	Y
<input type="checkbox"/>	PK SSN Waiver Details	PK SSN Waiver Details	DOE SSN WAIVER DETAILS		Y
<input type="checkbox"/>	PK SSN Waiver Reason	PK SSN Waiver Reason	DOE SSN WAIVER REASON	DOE PK SSN Waiver Reason	Y
<input type="checkbox"/>	PK Transportation Ind	PK Transportation Ind	DOE PK TRANSPORTATION IND		Y

- If the Student's Social Security Number was not provided and it is indicated in system by a Social Security Number starting with '9' enter the Waiver Reason Code.
- If the Waiver Reason Code = 5, enter the Waiver Reason Detail which is the written reason provided by the parent.



# Transportation

System Tables :: Student

Options ▾ Reports ▾ Help ▾ Search on Name 🔍

0 of 5 selected 📄

<input type="checkbox"/>	Name ▲	ShortName	Alias	ReferenceTable > Name	ListEdit
<input type="checkbox"/>	PK Birth Order	PK Birth Order	DOE BIRTH IND	DOE Birth Order	Y
<input type="checkbox"/>	PK Socio Economic Indicator	PK Socio Econ Ind	DOE PK SOCIO ECONOMIC IND	DOE PK Socio Economic Ind	Y
<input type="checkbox"/>	PK SSN Waiver Details	PK SSN Waiver Details	DOE SSN WAIVER DETAILS		Y
<input type="checkbox"/>	PK SSN Waiver Reason	PK SSN Waiver Reason	DOE SSN WAIVER REASON	DOE PK SSN Waiver Reason	Y
<input type="checkbox"/>	PK Transportation Ind	PK Transportation Ind	DOE PK TRANSPORTATION IND		Y

- If the school transports the student to and from Pre-K, select **Yes** from the Transportation drop-down list. If the student is not transported by the school, select **No**.



# Creating an Upload File from ASPEN

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After the Pre-K fields have been populated for all students, you are ready to create the pre-populated upload files by following the steps below:

- Download the **GA PANDA Roster Export**
- Save each csv file to a folder on your computer. **DO NOT** open the file in Excel prior to saving it.

When entering the file name, we recommend using a standard naming convention (like *<schoolname>\_StudentRoster\_<mmddyyyy>.xls*) enabling you to easily identify which file belongs to each location. For example: *Idlewood\_StudentRoster\_08142022.xls* where Idlewood is the Site.





# Important

- If the Pre-K specific data fields outlined above were NOT entered into Aspen, you will need to go back and complete steps **again**.

X

**DO NOT** edit the saved .csv files.

✓

If any mistakes are found in the .csv files, do the following:

Go back to Aspen and correct the data entry(s) (steps 3 and 4)

Generate a new extract file (steps 5 and 6)

Once your data is accurate and complete, you are ready to upload the file(s) to PANDA.



# PANDA Upload



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# Uploading the File to PANDA

1

The screenshot shows the PANDA interface. On the left, a navigation menu is highlighted with a red box, containing 'Pre-K', 'Rosters', 'View/Edit Roster', 'View Roster Upload Status', 'Search Child', and 'Waiting List'. The main content area is titled 'View Roster Upload Status' and includes a breadcrumb trail: 'Home > Pre-K > Rosters > View Roster Upload Status'. Below the breadcrumb, there are two dropdown menus: 'Year:' with '2023' selected and 'Roster Cycle:' with 'Roster 1' selected. A 'Search / Refresh' button is to the right of these dropdowns. In the top right corner, there are 'Upload' and 'Site List' buttons, with a red circle and arrow pointing to the 'Upload' button labeled '2'.

The screenshot shows the 'Upload files for DeKalb County Board of Education' page. It has a 'Back' button in the top right. Below the title, there is a breadcrumb trail: 'Home > Pre-K > Rosters > View Roster Upload Status > Upload files'. A light blue box contains the instruction: 'Click Choose file to select a roster file and click Upload button to upload it.' Below this, there is a 'Select File to Upload:' section with a text input field and a 'Choose file' button. Underneath, there is a 'Select File Type:' section with radio buttons for 'Student' (selected) and 'Comma Delimited File (.csv)'. To the right, there is a 'Select File Format:' section with radio buttons for 'Student' (selected) and 'Comma Delimited File (.csv)'. An 'Upload' button is located below the 'Select File Type' section. A red circle and arrow labeled '3' points to the 'Upload' button.

Type the full path to the file location or select Choose file to locate the document you want to upload.



# Uploading Roster Files into PANDA

Upload Status	Description
File Received For Validation	This indicates the file was successfully located and the validation process has started.
Total No. of Fields in one or all rows in incorrect	This indicates there is a problem with the file layout itself on one or more rows in the file. Typical reasons a file layout error occurs include: <ul style="list-style-type: none"><li>An empty file was uploaded.</li><li>Records in the file have too many columns or not enough columns. Each row should only contain 26 columns.</li></ul>
Invalid Site/Class Combination	This indicates that one or more records in the file contains an invalid Site ID or Class ID.  Note: The upload process will stop if even just one invalid record is found. You will need to correct your file and upload again.
Validation In Progress	The roster file that you uploaded has passed the file layout validations and the record is being validated against the data edits for each individual field on the record.
Upload Exception	PANDA found invalid values on one or more student records.  Note: All valid records will load to the roster but you will need to correct the records that have exceptions in order for them to load. The correction process is described starting on step 4.
Validated	The roster validation of each individual field for each student is complete and no errors were found.
Save In Progress	After the roster has been successfully validated and the records have loaded to the database, its status changes to Save In Progress. The roster is ready to be reviewed and marked as 'Roster Updates Complete'.

- Click 'refresh' multiple times during the upload process.
- Status values display throughout upload process.



# Resolving Errors



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# Resolving Upload Exception Errors

Clifton Falls School District uploaded 22 records and it resulted in the 'Upload Exception' status. Click on  to display students with exceptions.

Select	File ID	Provider	File Name	# Records	Uploaded By	Uploaded On	Date Processed	Upload Status
	15915	Clifton Falls School District	Lincoln_2022.csv	22	Jeannie Lippy	8/13/2022 2:38:03 PM	8/13/2022 2:38:12 PM	Upload Exception

The Student Details Errors window opens. Click on  next to each student's name to resolve the error.

Student Detail Errors:  
Showing 1 to 1 of 1 entries

Select	Student Name	Site Name	Class ID
	Ant Adam	Lincoln Center	101847



# Resolving Upload Exception Errors

- The **Student Error Correction** screen will show the specific field(s) that contain invalid information. Simply enter the correct value(s) into the column on the right for each field marked as invalid and click 'Save'.

**Student Error Correction** Back

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > [View Roster Upload Status](#) > [Error Report](#) > Student Error Correction

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**Provider Details**

**DeKalb County School District**

Legal Name: Clifton Falls School District      Address: 229 Main Street, Anywhere, GA - 30005  
Phone: (555)123-4567

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**Save**

Data Field	Uploaded Information	Error Description	Correct Information
Last Name	Ant		
First Name	Adam		
Middle Name		Middle Name is invalid Please enter the students Middle Name or, if no Middle Name exist on the birth certificate, please enter NMN which indicates you have verified that this student has No Middle Name.	<input type="text" value="Andrew"/>
Suffix			
Date of Birth	5/1/2017		
SSN			<input type="text" value="123-45-6789"/>
SSN Waiver Reason		Waiver reason is invalid	<input type="text"/>
Gender	Male		
Multiple Birth	1		
Transportation	No		



# Resolving Upload Exception Errors

- If the Pre-K fields were not entered into the system before creating the csv file, then every student will be flagged to the exceptions screen.

Gender	Female	
Multiple Birth		Multiple Birth is null
Transportation		Transportation is null
Socio/Economic		Socio_Economic is null
Ethnicity	Not Hispanic/Latino	
Race	White	
Dual Language Learner	No	
IEP	No	
Funding		Funding is null

- Do NOT attempt to enter the missing information onto the exceptions screen for every child. Instead, edit your DECAL xls template or go to your SIS system to enter the information and then pull a new csv file and upload again.






# Closing



**Georgia Dept  
of Early Care  
and Learning**  
BRIGHT FROM THE START

# Updating Student Information

- You **cannot** make changes to name, date of birth, and Social Security Number after saving the entry.
- To request a correction, submit the Roster Correction Request Form to [panda.rosters@dec.al.ga.gov](mailto:panda.rosters@dec.al.ga.gov)
- The form is posted at <http://dec.al.ga.gov/PreK/ProjectDirectors.aspx>
- DO NOT** close and re-enter the student. This creates a new Student ID number and results in duplicate student reporting.



Roster Correction Request Form

Legal Name:       Site Name:       Project Director:       Date:

This form should be submitted to [panda.rosters@dec.al.ga.gov](mailto:panda.rosters@dec.al.ga.gov)

**Name/Birth Date Correction Request**

Class ID	Full name as it currently appears on the roster	Correct First Name	Correct Middle Name	Correct Last Name	Correct Birth Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Social Security Number Correction Request**

Class ID	Student Name	Correct first set of digits 000	Correct second set of digits 00	Correct final set of digits 0000
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Start/End Date Correction Request**

Class ID	Student Name	Start date reported on roster	If start date correction, indicate actual start date	End date reported on roster	If end date correction, indicate last day attended	Child did not attend the program
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

By submitting this *Roster Correction Request Form*, you are confirming that you have reviewed the appropriate student documentation on file (birth documentation, Social Security Number card, attendance records) and the requested corrections are based on the information recorded on the documents.



# Roster Upload Tips

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- If a new student starts **on or before** the Count Date **after** you have completed the roster upload process, add the student to your roster manually.
- Once you have successfully uploaded your students, there is no need to upload the same site/class again. Doing so will drop/overlay the students already loaded to the roster for that site/class.
- If your upload file contains multiple classes and all have loaded successfully except one class, contact [panda.rosters@dec.al.ga.gov](mailto:panda.rosters@dec.al.ga.gov) for assistance with creating an upload file for the class.
- Excel will drop leading zeroes from all numerical fields, thus sometimes causing the Social Security Number to be less than 9 digits, which means those records will be flagged with an upload exception.




# Important Reminders

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- Use attendance records when entering start and end dates for students.
- Contact families of children who have been absent.
- Enter name, birthdate, and gender **exactly** as they appear on the age document.
- Enter any suffix, hyphen, or apostrophe only if it is present on the age document.
- Children who have attended one or more instructional days from the first day of school through the count date should be reported on the roster. This includes children who have physically attended but are absent on the count date.
- Submit roster on or before the due date. The October-May payments will be based on roster data, and the data will be reviewed to determine proration of operating costs.
- Prior to saving a student record, review the data entry to ensure accurate reporting.

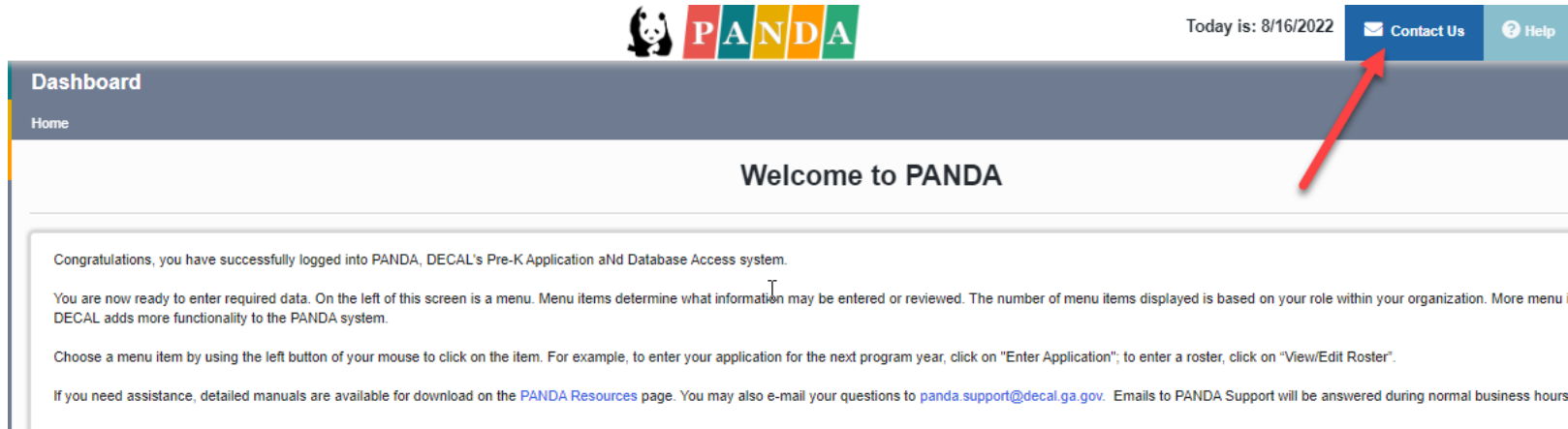


# PANDA Roster Support

FAQ	<a href="#">PANDA Teacher Data Entry Training Document</a>
GA's Pre-K At Home	<a href="#">Race &amp; Ethnicity Instructions</a>
Georgia Early Learning and Development Standards	<a href="#">PANDA Student Roster Template 2023</a>
Infant and Early Childhood Mental Health	<a href="#">Teacher Roster Tips- Tips for Updating Roster 1 Teacher Data</a>
Operating Guidelines	<a href="#">Roster Tips- Entering Roster 1 Student Data</a>
+ Pre-K Forms	<a href="#">PANDA Waiting List Instructions</a>
+ Pre-K Supports	<a href="#">PANDA Waiting List Template 2023</a>
Professional Learning	<a href="#">PANDA Pre-K Application Manual</a>
 <b>Project Directors</b>	<a href="#">Reconciliation Form Instructions 2019-2020</a>
Basic Materials List	<a href="#">PANDA Summer Transition Program Application Manual</a>
Pre-K CAPS	<a href="#">PANDA Provider User Management</a>
Child Registration Forms	<a href="#">PANDA Reconciliation Training Document</a>
Curriculum	<a href="#">PANDA Site Update Instructions</a>
Director Grant Requirement Checklist	<a href="#">PANDA: Uploading Student Documents</a>
Ownership Change Request	<a href="#">Roster Tips: Moving Students to Another Class</a>
<b>PANDA Resources</b>	<a href="#">Roster Tips: Moving Teachers to Another Class</a>
Payments	



# Additional Support



**Dashboard**  
Home

Today is: 8/16/2022 Contact Us Help

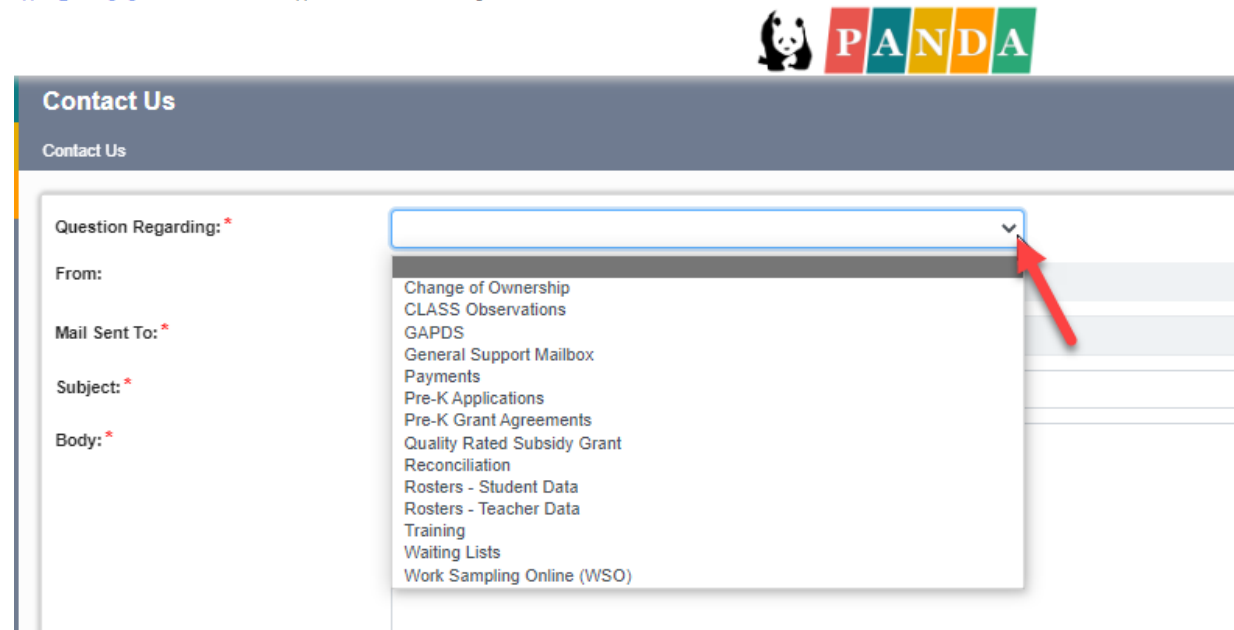
## Welcome to PANDA

Congratulations, you have successfully logged into PANDA, DECAL's Pre-K Application and Database Access system.

You are now ready to enter required data. On the left of this screen is a menu. Menu items determine what information may be entered or reviewed. The number of menu items displayed is based on your role within your organization. More menu items are added as DECAL adds more functionality to the PANDA system.

Choose a menu item by using the left button of your mouse to click on the item. For example, to enter your application for the next program year, click on "Enter Application"; to enter a roster, click on "View/Edit Roster".

If you need assistance, detailed manuals are available for download on the [PANDA Resources](#) page. You may also e-mail your questions to [panda.support@decals.ga.gov](mailto:panda.support@decals.ga.gov). Emails to PANDA Support will be answered during normal business hours.



**Contact Us**  
Contact Us

Question Regarding: \*

From:

Mail Sent To: \*

Subject: \*

Body: \*

- Change of Ownership
- CLASS Observations
- GAPDS
- General Support Mailbox
- Payments
- Pre-K Applications
- Pre-K Grant Agreements
- Quality Rated Subsidy Grant
- Reconciliation
- Rosters - Student Data
- Rosters - Teacher Data
- Training
- Waiting Lists
- Work Sampling Online (WSO)



# Georgia's Pre-K Program

*PANDA Roster System: Aspen Process*

