



Georgia's Pre-K Program

PANDA Roster System: ChildPlus Process



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

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

- **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 ChildPlus should use the pre-populated template from ChildPlus.



Pre-K Roster Reporting Dates

Pre-K Providers' Operating Guidelines (18.6)

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

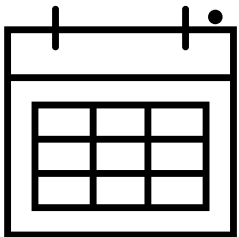


Count Date and Due Date

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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- 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.

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. Emails to PANDA support will be answered during normal business hours.

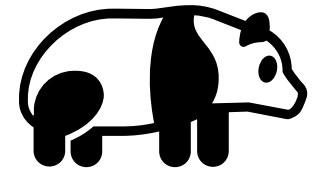
on need access to PANDA, each person should have their own unique user account and select "PANDA Provider User Management" from the menu.

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

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

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

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.)*

TODAY'S DATE (M/D/Y): ___/___/___		
CHILD INFORMATION:		
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): ___/___/___		
PARENT/GUARDIAN INFORMATION:		
Last Name:		First Name:
Relationship: Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandparent <input type="checkbox"/> Guardian <input type="checkbox"/>		

- Is your child's ethnicity **Hispanic/Latino/Spanish** regardless of race? (*¿Es Ud. Hispano/Latino o de Origen Hispano, sin importar la raza?*)
 - Yes (Si) No (No) Decline to Answer (*negarse a contestar*)
- Is your child:
 - a. **White** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (*Blanco – Una persona que tiene orígenes en los pueblos provenientes de Europa, el Medio Oriente, o África del Norte.*)
 - b. **Asian** – 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. (*Asiática – 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.*)
 - c. **Native Hawaiian or Other Pacific Islander** – A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (*Nativo de Hawaii u Otra Isla del Pacífico – Una persona con orígenes en los pueblos provenientes de Hawaii, Guam, Samoa, u otra Isla del Pacífico.*)
 - d. **Black or African American** – A person having origins in any of the Black racial groups of Africa. (*Negro o Afro Americano – Una persona con orígenes en los pueblos provenientes de África o en grupo racial Negro.*)
 - e. **American Indian or Alaskan Native** – 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. (*Indio Americano o Nativo de Alaska – 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.*)
 - f. **Decline to Answer** (*negarse a contestar*)
- What is your child's primary language? (*¿Cuál es el idioma primario de su hijo(a)?*)
 - English (*Inglés*)
 - A language other than English (*Un idioma diferente al Inglés*)
- Was your child born as a: (*El parto en que Ud. tuvo a su hijo(a) fue de:*)
 - Single Birth (1) (*Un sólo niño*)
 - Twin (2) (*De mellizos*)
 - Triplet (3) (*De trillizos*)
 - Quadruplet (4) (*De cuatrillizos*)
 - Quintuplet (5) (*De quintuples*)
- Does your child have an Individualized Education Plan (IEP)? (*¿Tiene su hijo(a) un Plan de Educación Individualizada (IEP)?*)
 - Yes (Si) No (No)
- Does your child receive any of the following services? (*¿Recibe su hijo(a) alguno de estos servicios?*)
 - Childcare and Parent Services (CAPS) (child care subsidy program)
 - Food Stamps (*Cupones de Alimentos*)
 - SSI
 - Medicaid
 - Temporary Assistance for Needy Families (TANF)
- Will the Pre-K center be providing transportation for your child? (*¿Recibirá su hijo(a) transporte en el Centro donde va a asistir a Pre-K?*)
 - Yes (Si) No (No)

Parent/Guardian Signature _____ Date _____

Georgia's Pre-K Program Operating Guidelines Appendix D

Entering Student Information

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)



ChildPlus



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Reporting Students on the Roster



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.

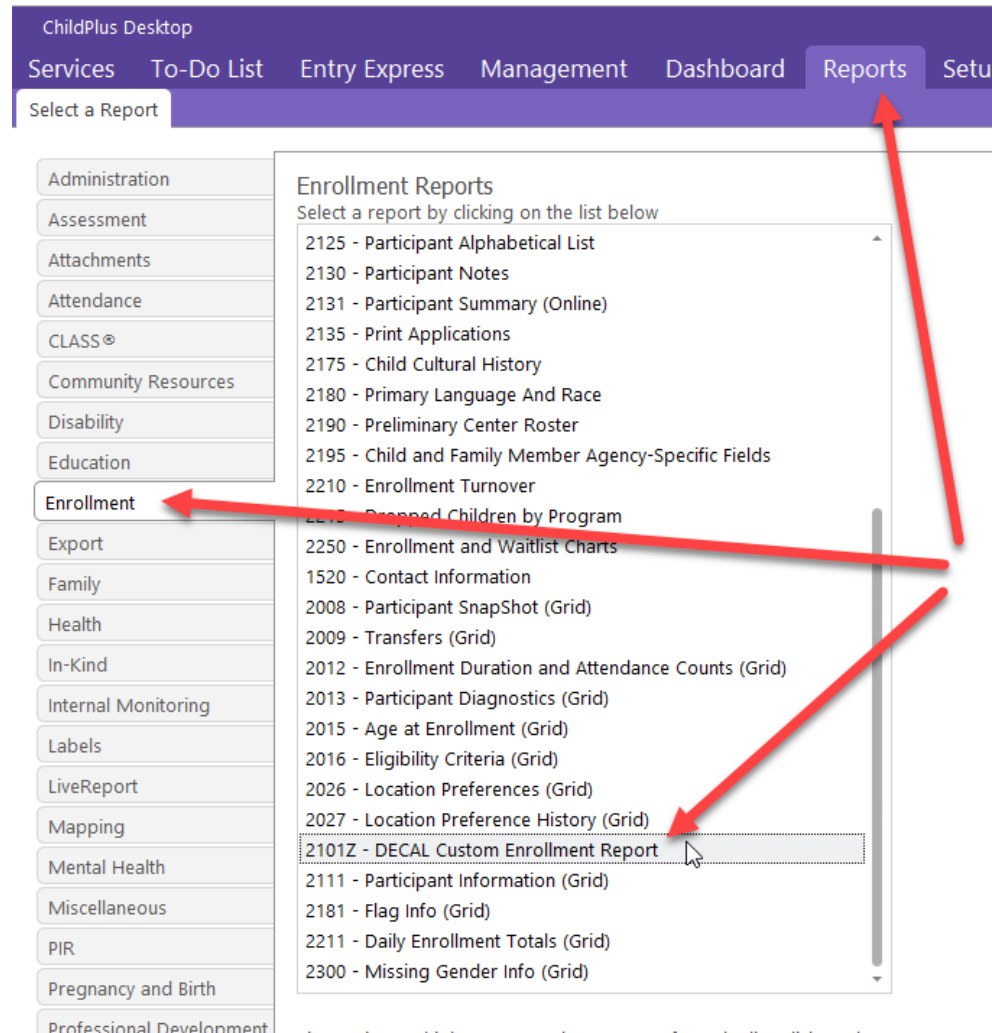


DO NOT REPORT

- 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 ChildPlus



The screenshot shows the ChildPlus Desktop interface. The top navigation bar includes 'Services', 'To-Do List', 'Entry Express', 'Management', 'Dashboard', 'Reports', and 'Setup'. Below this is a 'Select a Report' dropdown menu. On the left, there is a vertical sidebar with various categories: Administration, Assessment, Attachments, Attendance, CLASS®, Community Resources, Disability, Education, Enrollment, Export, Family, Health, In-Kind, Internal Monitoring, Labels, LiveReport, Mapping, Mental Health, Miscellaneous, PIR, Pregnancy and Birth, and Professional Development. The 'Enrollment' category is selected. The main content area displays 'Enrollment Reports' with a list of reports. A red arrow points from the 'Reports' menu to the 'Enrollment Reports' list. Another red arrow points from the 'Enrollment' category in the sidebar to the 'Enrollment Reports' list. A third red arrow points from the '2101Z - DECAL Custom Enrollment Report' in the list to the 'Reports' menu. The list of reports includes: 2125 - Participant Alphabetical List, 2130 - Participant Notes, 2131 - Participant Summary (Online), 2135 - Print Applications, 2175 - Child Cultural History, 2180 - Primary Language And Race, 2190 - Preliminary Center Roster, 2195 - Child and Family Member Agency-Specific Fields, 2210 - Enrollment Turnover, 2212 - Dropped Children by Program, 2250 - Enrollment and Waitlist Charts, 1520 - Contact Information, 2008 - Participant SnapShot (Grid), 2009 - Transfers (Grid), 2012 - Enrollment Duration and Attendance Counts (Grid), 2013 - Participant Diagnostics (Grid), 2015 - Age at Enrollment (Grid), 2016 - Eligibility Criteria (Grid), 2026 - Location Preferences (Grid), 2027 - Location Preference History (Grid), 2101Z - DECAL Custom Enrollment Report, 2111 - Participant Information (Grid), 2181 - Flag Info (Grid), 2211 - Daily Enrollment Totals (Grid), and 2300 - Missing Gender Info (Grid).

- In ChildPlus, navigate to **Reports** > **Enrollment**. Scroll down and select the DECAL Custom Enrollment Report, which is Report #2101Z



Creating an Upload File from ChildPlus

ChildPlus Desktop

Services To-Do List Entry Express Management

Select Report 2101Z - DECAL Custom Enrollment Report ✕

General Custom Filters

Program Term Georgia Pre-K 2022 - 2023 ▾

Program Option <ALL> ▾

Group < All Groups > ▾

Group By Agency ▾

Agency Ninth District Opportunity ▾

Site Douglas County Head Start ▾

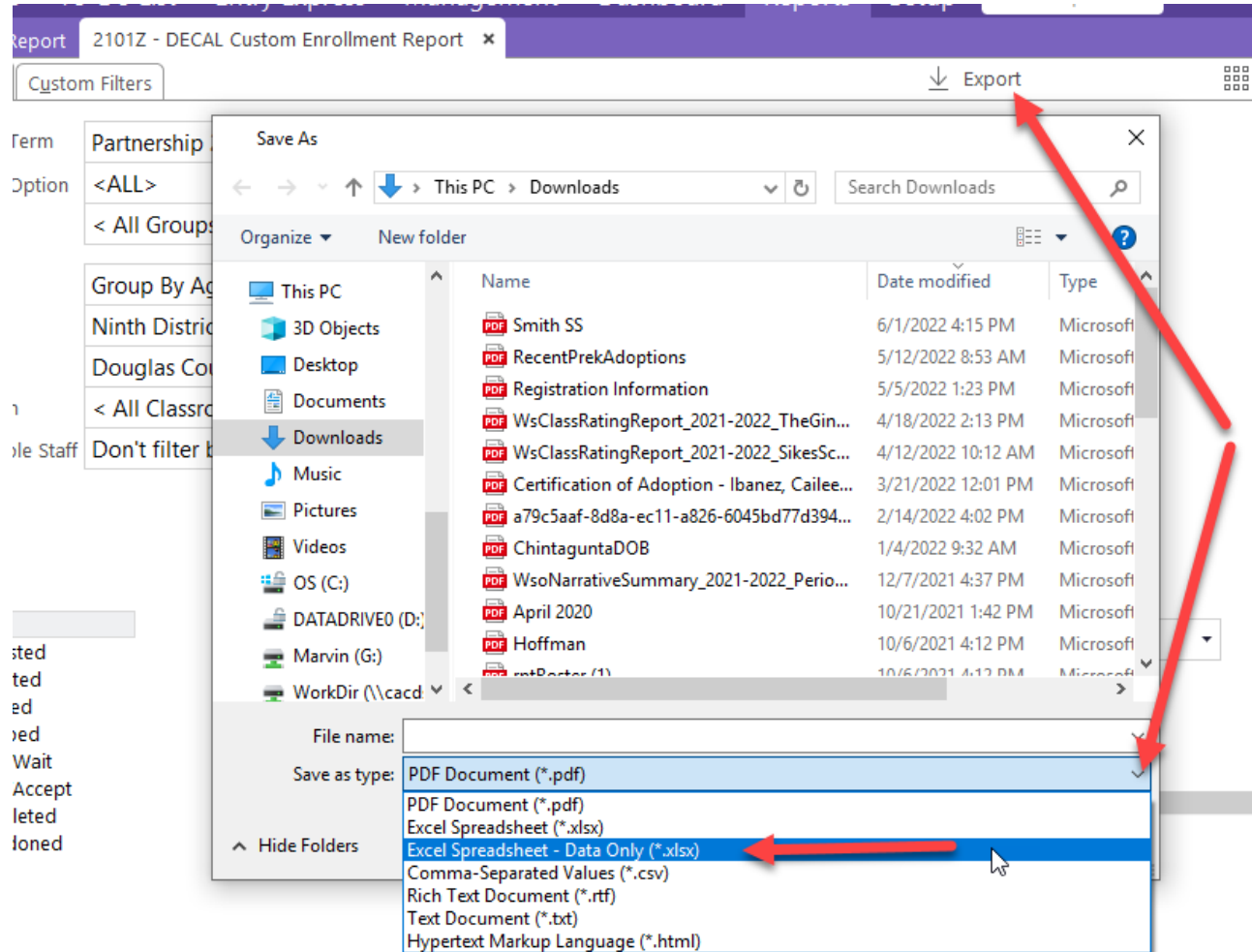
Classroom < All Classrooms > ▾

Responsible Staff Don't filter by r... ▾

- Using the dropdown arrows, select the Program Term value of 'Georgia Pre-K' for the current school year, then select the appropriate Agency/Site/Classroom combination for the file(s) you wish to create.



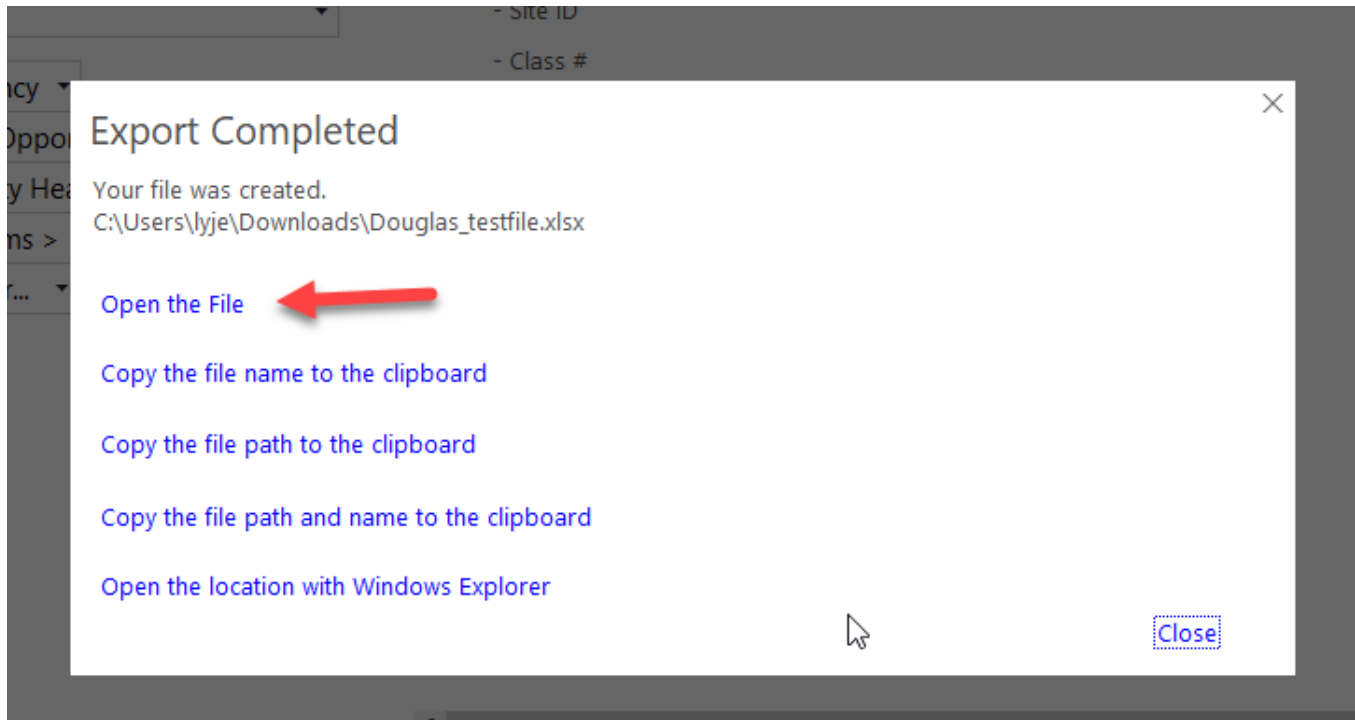
Creating an Upload File from ChildPlus



- Click on 'Export' and save the file to your computer, being sure to save as type 'Excel Spreadsheet – Data Only(*.xlsx)'. We recommend that you include the Site Name in the filename



Creating an Upload File from ChildPlus



- Once the Export has completed, select the ‘Open the File’ option, as you will need to edit the file in Excel to populate the Pre-K specific fields listed below for each student, since these fields are not stored in ChildPlus.



Creating an Upload File from ChildPlus

School Year: Ro:

To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear.

Showing 1 to 1 of 1 entries

<input type="checkbox"/>	#	County	Site ID	Site Name	Site Address	City	Zip	# Clas
<input type="checkbox"/>	1	Douglas	12011	DECAL Academy	123 Elm Street	Anywhere	30333	

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.

Remember that the Site IDs **DO NOT** change year to year, but the Class IDs **DO** change each year.



PANDA Class ID

Site Details

Provider Name: Bright from the Start Academy, Inc. Site Name:
Region: Address:
County: Douglas Site Director:
Consultant: Email Id:
Phone:

School Year: 2023 Roster Cy

Showing 1 to 2 of 2 entries

#	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kid
1	105437	Smith, Jasmine	No GaPSC Credential, ECE Bachelor or higher	22	

- Enter the PANDA Class ID.
- (a) Go to Panda and click on **Pre-K, Rosters**, and then **View/Edit Roster**.
- (b) To determine your Class ID, click on your Site Name.
- (c) The Class List Page displays the Class IDs for each class at that Site.
- **Note:** You will need to verify your Class ID values each year, as **the Class ID values change each school year.**



Multiple Birth Indicator

Select	Description
1	If the child was born from a single birth
2	If the child was born from a twin birth
3	If the child was born from a triplet birth
4	If the child was born from a quadruplet birth

- 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

- 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 Designation
 - Select this option if the child does not meet the requirements for Category 1 eligibility.



Dual Language Learner (DLL)

Dual Language Learner

- Check Yes: Child speaks multiple languages
- Leave Unmarked: Child speaks one language



Pre-K Program Code/Funding

- Select the appropriate Pre-K program code from the dropdown.
- Funding Source
 - Lottery: Pre-K funds only
 - Blended: Pre-K funds and Head Start funds



Waiver Reason Code/Detail

Select	Description
1	I need help in obtaining an SSN.
2	I need help replacing a lost SSN.
3	I am awaiting a replacement SSN and will provide when it arrives.
4	I forgot to bring the SSN and will provide within 30 days.
5	I choose not to provide the SSN because

- If the Student's Social Security Number was not provided, indicate in PowerSchool by a '9' social, 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.



Saving File

Follow the steps below to save your file in both the XLS and CSV (Comma delimited) format.

Action Required
Click File > Save As > Save as Type > Excel 97-2003 Workbook (*.xls) or Excel Workbook (*.xlsx) .
In the File name field, enter the roster file name using the suggested naming convention <schoolname>_StudentRoster_<mmddyyyy>.xls. Example: <i>Idlewood_StudentRoster_08142015.xls</i> as the file name.
Click Save .
Click File > Save As > Save as Type > CSV (Comma Delimited) (*.csv) .
In the File name field, enter the roster file name using the suggested naming convention <schoolname>_StudentRoster_<mmddyyyy>.csv. Example: <i>Idlewood_StudentRoster_08142015.csv</i> as the file name.
Click Save .
If you receive a message indicating the file may contain features that are not compatible with the CSV format, click Yes .



PANDA Upload



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Uploading the File to PANDA

1

- Pre-K ▾
- Rosters ▾
 - View/Edit Roster
 - View Roster Upload Status
 - Search Child
- Waiting List >

View Roster Upload Status

Home > Pre-K > Rosters > View Roster Upload Status

Year:

2023

Roster Cycle:

Roster 1

Search / Refresh

Upload Site List

2

Upload files for DeKalb County Board of Education

Home > Pre-K > Rosters > View Roster Upload Status > Upload files

Back

Click Choose file to select a roster file and click Upload button to upload it.

Select File to Upload :

Choose file

Select File Type:

Student

Select File Format:

Comma Delimited File (.csv)

Upload

3

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">An empty file was uploaded.Records in the file have too many columns or not enough columns. Each row should only contain 26 columns.
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

Provider Details

DeKalb County School District

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

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		
Transoortation	No		




Closing



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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
- 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.



Georgia Dept of Early Care and Learning
BRIGHT FROM THE START

Roster Correction Request Form

Legal Name: Site Name: Project Director: Date:

This form should be submitted to 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

- 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 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

- 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 One on or before the due date. The October-May payments will be based on Roster One 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	PANDA Teacher Data Entry Training Document
GA's Pre-K At Home	Race & Ethnicity Instructions
Georgia Early Learning and Development Standards	PANDA Student Roster Template 2023
Infant and Early Childhood Mental Health	Teacher Roster Tips- Tips for Updating Roster 1 Teacher Data
Operating Guidelines	Roster Tips- Entering Roster 1 Student Data
+ Pre-K Forms	PANDA Waiting List Instructions
+ Pre-K Supports	PANDA Waiting List Template 2023
Professional Learning	PANDA Pre-K Application Manual
 Project Directors	Reconciliation Form Instructions 2019-2020
Basic Materials List	PANDA Summer Transition Program Application Manual
Pre-K CAPS	PANDA Provider User Management
Child Registration Forms	PANDA Reconciliation Training Document
Curriculum	PANDA Site Update Instructions
Director Grant Requirement Checklist	PANDA: Uploading Student Documents
Ownership Change Request	Roster Tips: Moving Students to Another Class
PANDA Resources	Roster Tips: Moving Teachers to Another Class
Payments	



Additional Support



Dashboard
Home

Today is: 8/16/2022 [Contact Us](#) [Help](#)

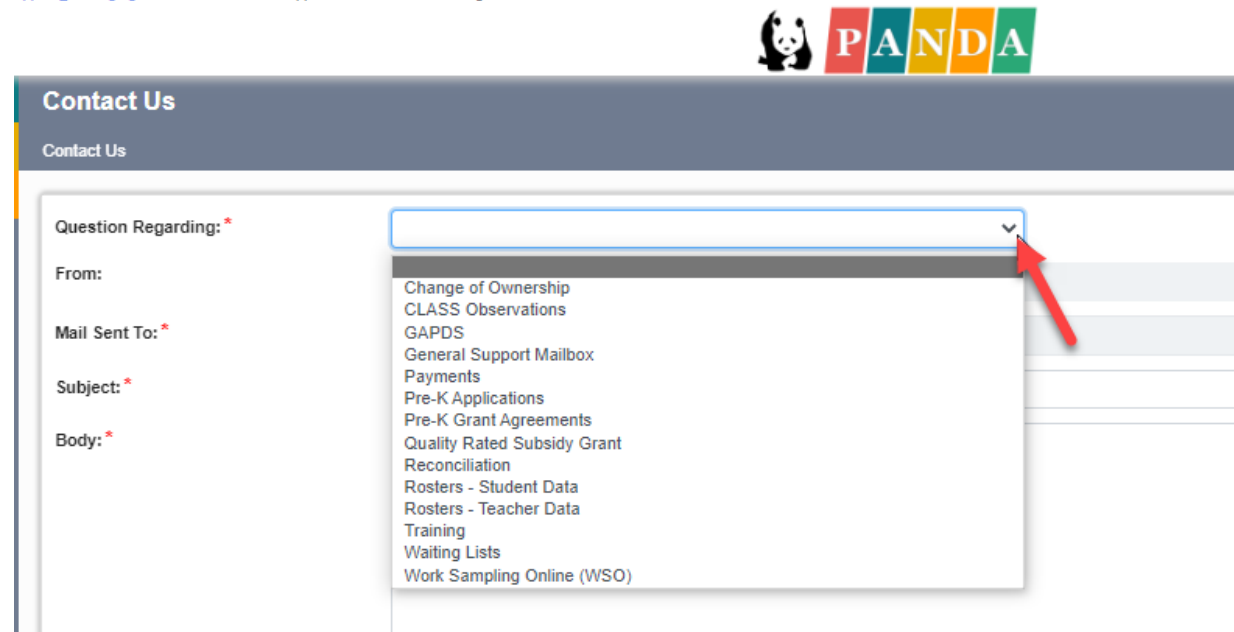
Welcome to PANDA

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@decalf.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: ChildPlus Process



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