



Georgia's Pre-K Program

PANDA Roster System: Infinite Campus 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 Infinite Campus 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
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

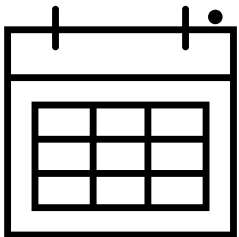


Count Date and Due Date

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

Facebook

Georgia D...
23K followers

REMINDER
Offices will be closed on Monday, July 4, 2022 in observance of Independence Day

Georgia Department

Twitter

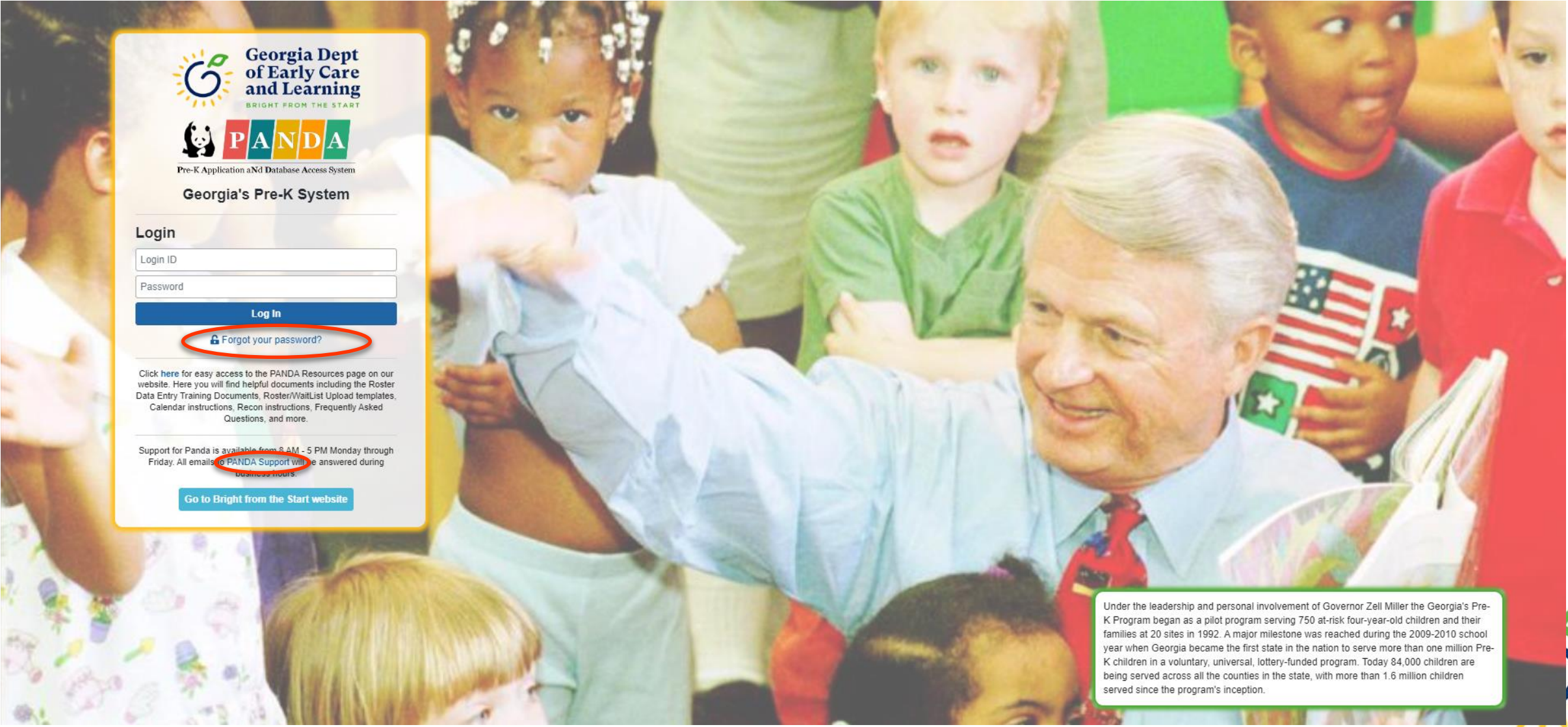
Bright from the Start @GADeptEarlyCare
23K followers

Thank you again to our friends at @GeorgiasOwn for helping us to continue raising awareness of the dangers of leaving children alone in vehicles and to prevent heatstroke deaths of children year round. Please always remember to LOOK AGAIN!

- 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.

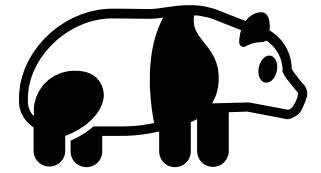
on need access to PANDA, each person should have their own unique user account and select "PANDA Provider User Management" from the menu.

For PANDA users: viewing Payment Advices, submitting a Pre-K Application, and updating Roster 1 data have been updated 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"/>		

1. 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*)
 - 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*)
2. 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.*)
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 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*)
3. 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*)
4. 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*)
5. Does your child have an Individualized Education Plan (IEP)? (*¿Tiene su hijo(a) un Plan de Educación Individualizada (IEP)?*)
 Yes (Si) No (No)
6. 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)
7. 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 _____

Georgia's Pre-K Program Operating Guidelines

Date _____

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)



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.

Public schools should obtain and upload the pre-populated files available to them from Infinite Campus.

- These files should be obtained **after all Pre-K data fields have been entered** (i.e. Multiple Birth, Socio/Econ, etc...) and **prior to the Roster 1 Count Date**
- Students who are no longer attending the program or were a no-show should be closed in system **before** generating the student upload file.



Infinite Campus



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Creating an Upload File from Infinite Campus

Preferences
Registration
Resources
Resources
Counties
District Counties
District Information
Grade Level Definitions
Override Type
School
Reports

Bright from the Start Site ID
12011
eTransport School ID
Online School

School Year: 2023

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

#	County	Site ID	Site Name	Site Address	City	Zip	# Clas
1	Douglas	12011	DFCAL Academy	123 Elm Street	Anywhere	30333	

- In Infinite Campus, navigate to **System Administration > Resources > School**. Select the appropriate School
- Enter the Site ID (located on your PANDA roster)
 - PANDA Dashboard
 - Rosters
 - View/Edit Roster
 - The Site ID for each class displays



Creating an Upload File from Infinite Campus

Section Staff History Roster Attendance

Save Delete

Alt System Code

Alternative Ed?
N: No

Bright From the Start PANDA Class #
105437

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

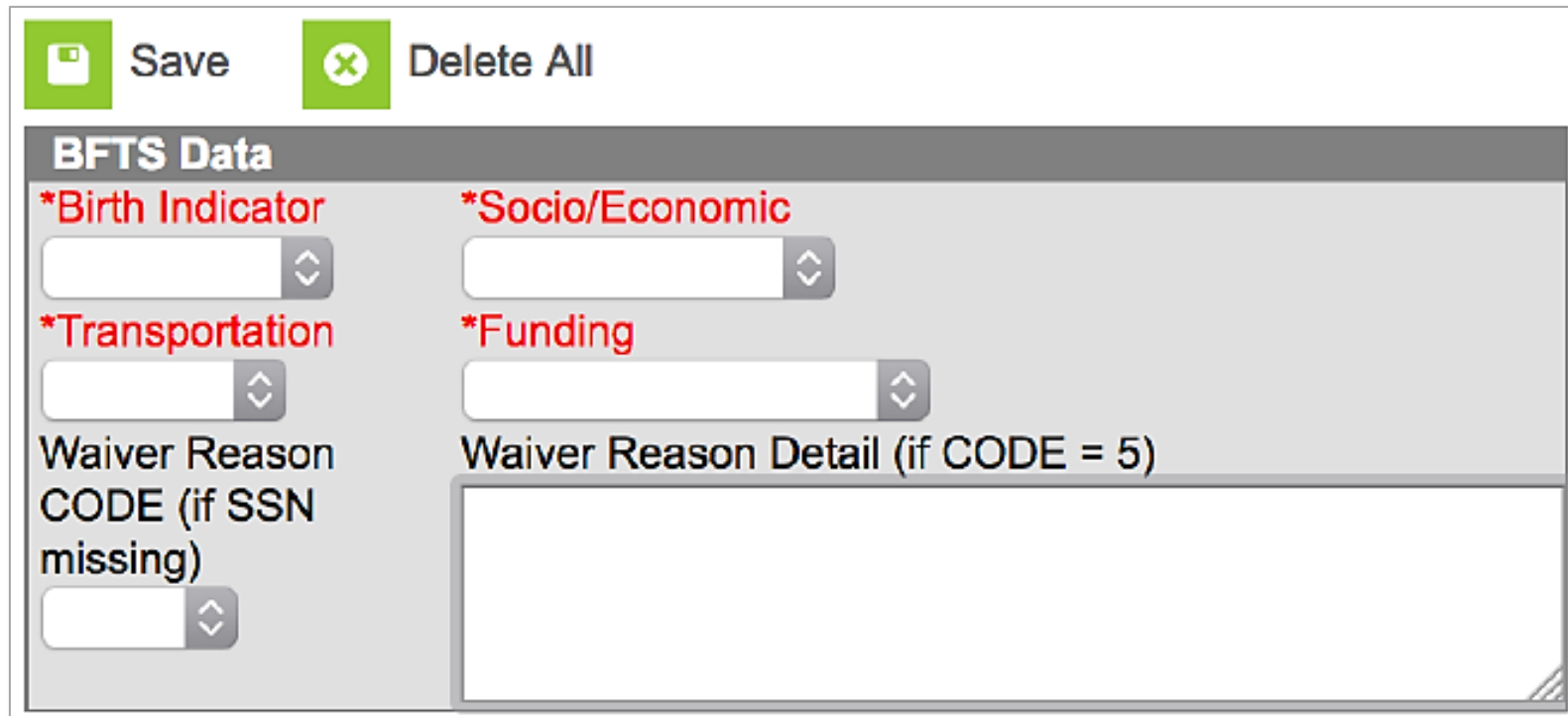
#	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kid
1	105437	Smith, Jasmine	No GaPSC Credential, ECE Bachelor or higher	22	

- Look for the Class ID on your PANDA roster.
- PANDA Dashboard
- Rosters
- View/Edit Roster
- Click on your Site Name
- The Roster Class List page provides the Class ID for each class
- Enter the Panda Class ID on the Section of the Course you will be reporting. Navigate to **Search > Course/Section > Enter course name or number > Select the section.**



Creating an Upload File from Infinite Campus

Populate the specific Pre-K fields listed below into Infinite Campus for each student by navigating to **Student Info > General > BFTS Data**:

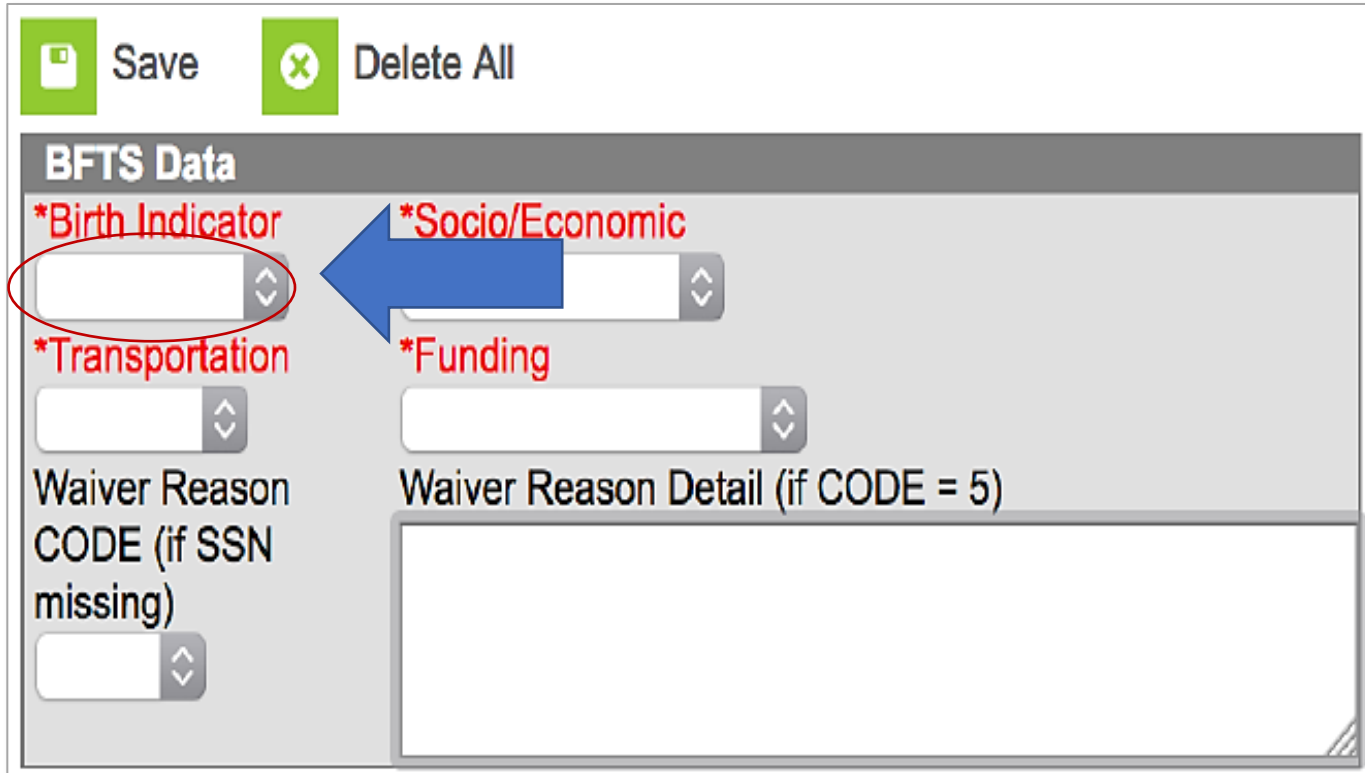


The screenshot shows a web form titled "BFTS Data" with two main columns of fields. At the top left, there are two buttons: "Save" (with a floppy disk icon) and "Delete All" (with a green square containing a white 'x' icon). The form fields are as follows:

BFTS Data	
*Birth Indicator	*Socio/Economic
<input type="text"/>	<input type="text"/>
*Transportation	*Funding
<input type="text"/>	<input type="text"/>
Waiver Reason CODE (if SSN missing)	Waiver Reason Detail (if CODE = 5)
<input type="text"/>	<input type="text"/>



Birth Indicator



Save Delete All

BFTS Data

*Birth Indicator

*Socio/Economic

*Transportation

*Funding

Waiver Reason CODE (if SSN missing)

Waiver Reason Detail (if CODE = 5)

- 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

Save Delete All

BFTS Data

*Birth Indicator

*Socio/Economic

*Transportation

*Funding

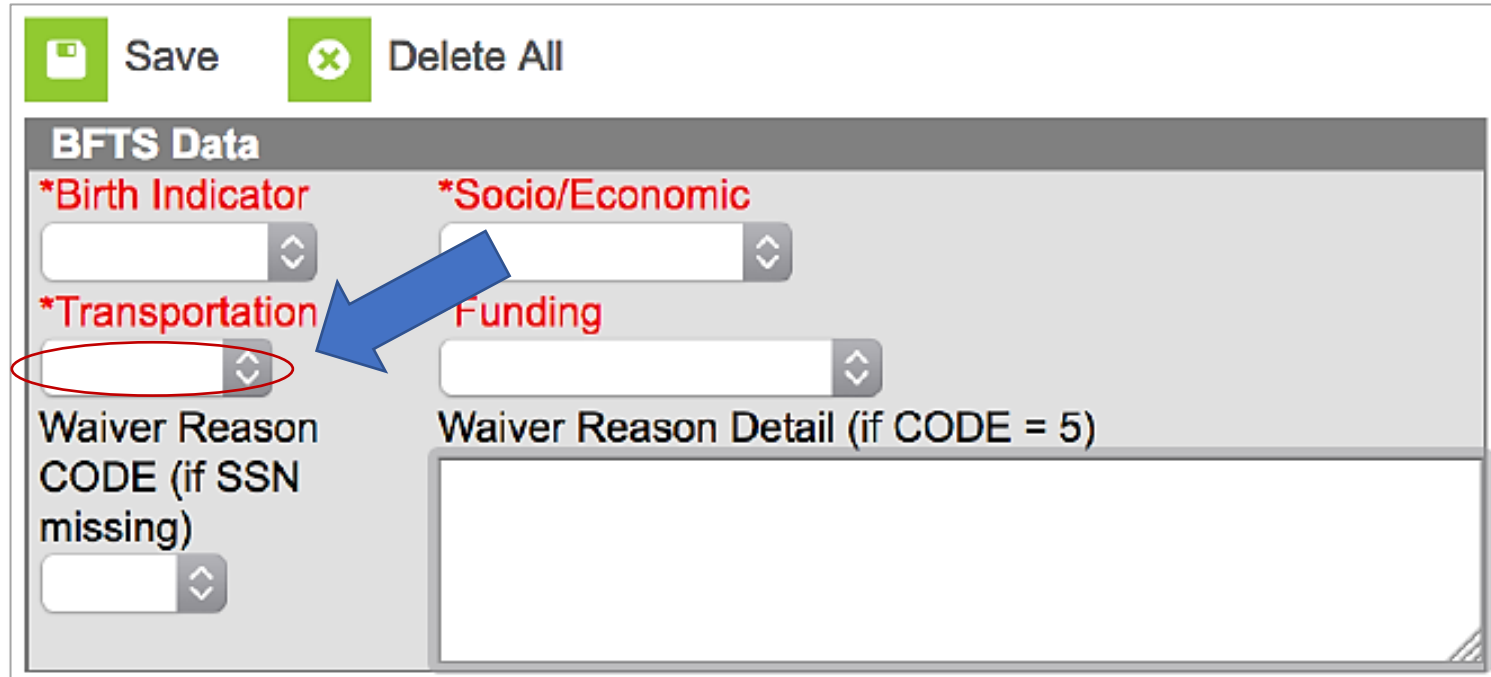
Waiver Reason CODE (if SSN missing)

Waiver Reason Detail (if CODE = 5)

- 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.



Transportation





The screenshot shows a web form titled "BFTS Data". At the top left, there are two buttons: "Save" (with a floppy disk icon) and "Delete All" (with a green square containing a white 'x'). Below the buttons, the form is organized into several sections:

- *Birth Indicator**: A dropdown menu.
- *Socio/Economic**: A dropdown menu.
- *Transportation**: A dropdown menu, which is circled in red and has a blue arrow pointing to it from the right.
- Funding**: A dropdown menu.
- Waiver Reason CODE (if SSN missing)**: A dropdown menu.
- Waiver Reason Detail (if CODE = 5)**: A large text area.

- 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**.



Funding

 Save  Delete All

BFTS Data

*Birth Indicator <input type="text"/>	*Socio/Economic <input type="text"/>
*Transportation <input type="text"/>	*Funding <input type="text"/>
Waiver Reason CODE (if SSN missing) <input type="text"/>	Waiver Reason Detail (if CODE = 5) <input type="text"/>

A blue arrow points to the *Funding dropdown menu, which is circled in red.

- Funding Source
 - Lottery: Pre-K funds only
 - Blended: Pre-K funds and Head Start funds



Waiver Reason Code/Detail

The screenshot shows a web form titled "BFTS Data" with a "Save" button and a "Delete All" button. The form contains several dropdown menus: "*Birth Indicator", "*Socio/Economic", "*Transportation", and "*Funding". Below these is a dropdown menu for "Waiver Reason CODE (if SSN missing)", which is circled in red. To the right of this dropdown is a text area labeled "Waiver Reason Detail (if CODE = 5)", also circled in red. A blue arrow points from the text area back to the "Waiver Reason CODE" dropdown. Another blue arrow points from the bottom left of the form up to the "Waiver Reason CODE" dropdown.

- 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.



Creating an Upload File from Infinite Campus

Download the Bright from the Start extract for each Pre-K site

- Navigate to **GA State Reporting**
> **Bright from the Start Extract**
- Select the desired school(s) and click **Download**
- 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 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 Infinite Campus, 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 Infinite Campus 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

- 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 <small>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.</small>	<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



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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
- 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.

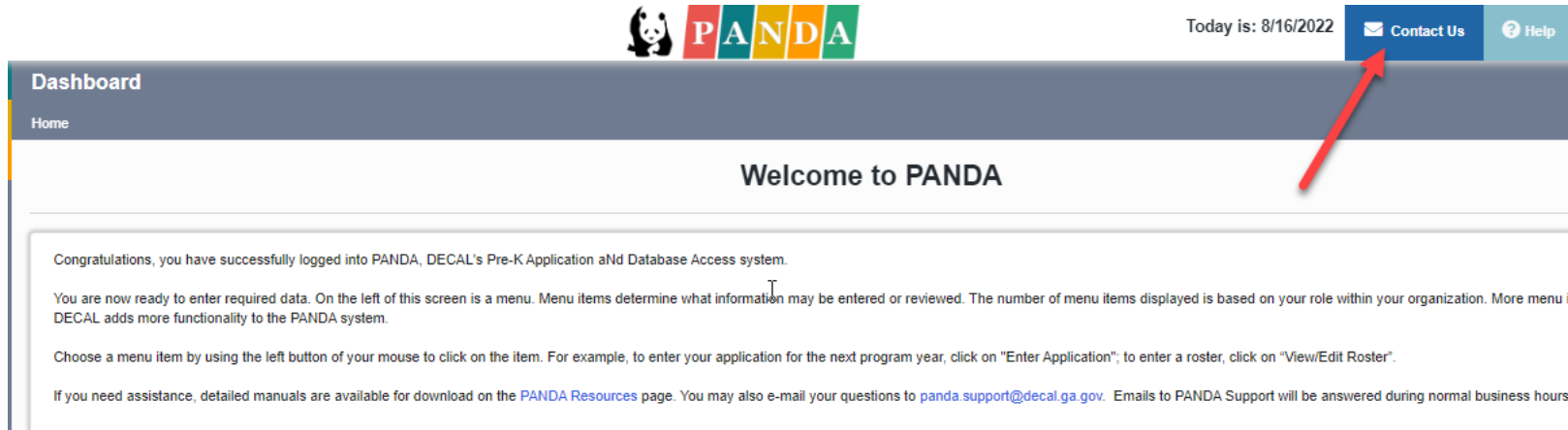


PANDA Roster Support

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](#)

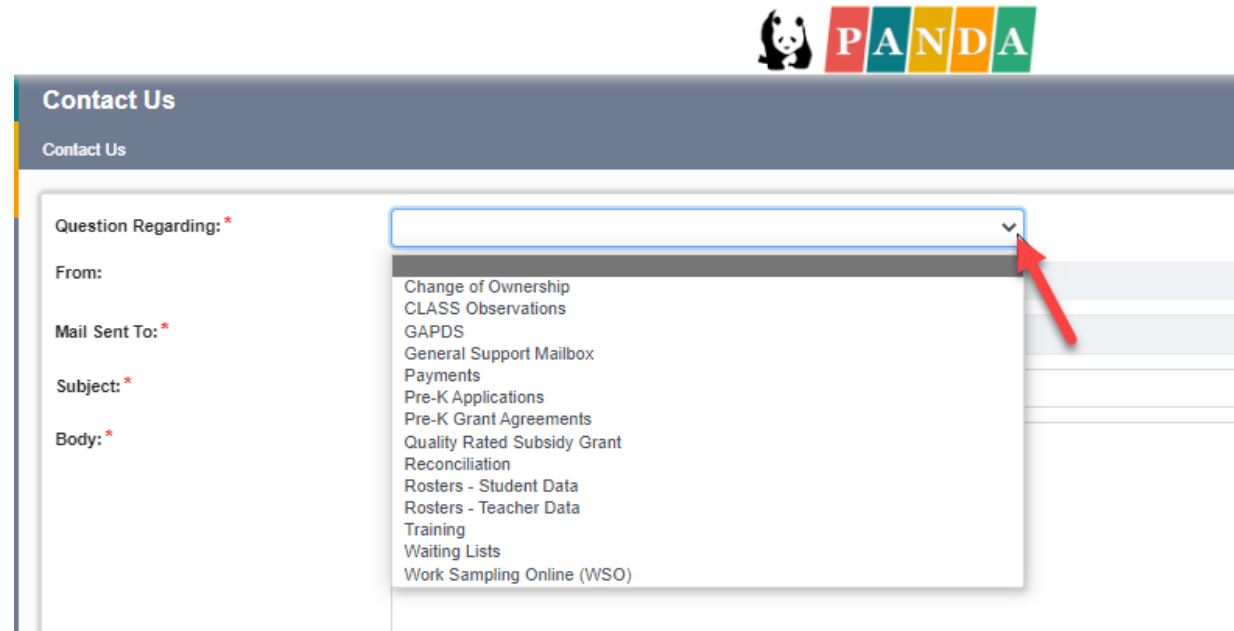
Welcome to PANDA

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@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: Infinite Campus Process



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