

# Georgia's Pre-K Program

*PANDA Roster System: Student Data Entry*



# Overview

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## Student Data Entry

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



# 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



# 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@decalf.ga.gov](mailto:panda.support@decalf.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.

To enter a new 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@decalf.ga.gov](mailto:panda.support@decalf.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.

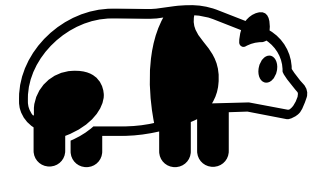
For PANDA users: viewing Payment Advices, submitting a Pre-K Application, and updating Roster 1 Student Data to reflect PANDA's new and improved user interface.

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

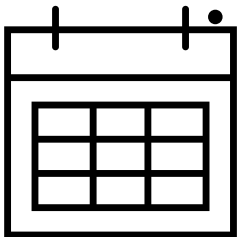


# Count Date and Due Date

## 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.



# 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 Infinite Campus, PowerSchool, ASPEN, or ChildPlus should use the upload process.



# Entering Student Information in PANDA



**Georgia Dept  
of Early Care  
and Learning**

BRIGHT FROM THE START





# Entering Student Information in PANDA

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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)



# 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 Department of Early Care and Learning

**Twitter**

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.





# Entering Student Information



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

System Admin >

Dashboard

Pre-K

Home

Enter Application

Aff. Lawful Presence Pre-K

Edit Company Profile

Rosters

• View/Edit Roster

• View Roster Upload Status

• Search Child

Waiting List >

Payments >

Recon Form

CLASS Observation

View/Edit Calendar

RK-STP >

RPK-STP >

## 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 will appear 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.

There are currently no notices to display.

< July 2022 >



# Click the site name



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

## View/Edit Roster

Reports

Home > Pre-K > Rosters > View/Edit Roster

Select a prior School Year or Roster Cycle and click Search to view a previous Roster.

School Year:

2023

Roster Cycle:

Roster 1

Search

To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear inside the white box. Then click CONTINUE. The site must have a status of Roster Updates Complete to be submitted.

A Pre-K Provider can work online and transmit Roster files within a transmission window as notified by BFTS. If you are unable to either edit your roster or transmit your files you are outside of the transmission window. Please also note that once a Roster file has been submitted by you to BFTS (after the count date), you will not be able to make any edits to the file. You will however be able to view your Roster file at any time.

Showing 1 to 1 of 1 entries

Search in Results:

<input type="checkbox"/>	#	County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids Listed	Emailed / Printed On	Roster Status	Validation Status	LVSC Date
<input type="checkbox"/>	1	Douglas	12011	<a href="#">DECAL Academy</a>	123 Elm Street	Anywhere	30333	2	44	0		No Entry	No Exceptions	



# Click the class ID number

## Roster Class List

[Return to Site List](#)

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > Roster Class List

### Site Details

Provider Name: Bright from the Start Academy, Inc.  
Region:  
County: Douglas  
Consultant:

Site Name: DECAL Academy  
Address: 123 Elm Street, Anywhere, GA.30333  
Site Director: Angie Cooper  
Email Id: Angie@panda.test  
Phone: (555) 555-1234

School Year: 2023

Roster Cycle: Roster 1

Search

Showing 1 to 2 of 2 entries

Search in Results:

<input type="checkbox"/>	#	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids Listed	Emailed/Printed On	Roster Status	Validation Status	Waiver Type
<input type="checkbox"/>	1	105437	Smith, Jasmine	No GaPSC Credential, ECE Bachelor or higher	22	0		Save In Progress	No Exceptions	



# Click button

## Site Details

Year: 2022-2023  
Site Name: DECAL Academy  
Site Director: Angie Cooper  
Class: 105437  
Count Date: 9/9/2022  
Due Date: 9/16/2022  
Submit Date:

Phone: (555) 555-1234  
Email Id: Angie@panda.test  
Class Start Date: 8/1/2022  
#Active Kids Listed: 0  
#Category One Kids: 0  
#Cat 1 & Trans: 0

## Lead Teacher Information

Select Status:

PDS #	Last Name	First Name	SSN	Credential	ECE Degree	Creditable Years of Experience	Instruction Begin Date	Instruction End Date	Data Entry Open Date	Data Entry Close Date	Modified By	Modified On
	Smith	Jasmine	123-45-6789	No GaPSC Credential, ECE Bachelor or higher	Early Childhood Education	0.00	8/1/2022		8/12/2022		Angie Cooper	8/12/2022

## Assistant Teacher Information

Select Status:

PDS #	Last Name	First Name	SSN	Credential	ECE Degree	Creditable Years of Experience	Instruction Begin Date	Instruction End Date	Data Entry Open Date	Data Entry Close Date	Modified By	Modified On
	Tyler	Anderson	123-45-6789	Technical Certificate of Credit (ECE, ELEM)		0.00	8/1/2022		8/12/2022		Angie Cooper	8/12/2022

## Student Information

Select Status:

**Add**

Roster Updates Complete



# Entering Student Information

Site Details			
Year:	2022-2023	Phone:	(555) 555-1234
Site Name:	DECAL Academy	Email Id:	Angie@panda.test
Site Director:	Angie Cooper	Class Start Date:	8/1/2022
Class:	105437	#Active Kids Listed:	0
Count Date:	9/9/2022	#Category One Kids:	0
Due Date:	9/16/2022	#Cat 1 & Trans:	0
Submit Date:			

Add/Modify Student Information	
<b>Copy From RPK</b>	
<b>Save</b> <b>Cancel</b> <b>Save &amp; Add</b>	
Student Last Name: *	LAST NAME
Student First Name: *	FIRST NAME
Student Middle Name: *	MIDDLE NAME
Suffix:	
Date of Birth: *	mm/dd/yyyy
SSN: *	999-99-9999
Gender: *	<input type="radio"/> Male <input type="radio"/> Female
Multiple Birth: *	
Transportation: *	No
Socio/Economic: *	
DLL: *	
IEP: *	
Funding: *	
Ethnicity: *	
Race: *	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Information not provided
Parent/Guardian Last Name: *	LAST NAME
Parent/Guardian First Name: *	FIRST NAME
Relationship: *	
Begin Date in Class: *	mm/dd/yyyy
End Date in Class:	mm/dd/yyyy





# Copying Students from Rising Pre-K Roster

Student Information

Home > Pre-K > Rosters > View/Edit Roster > Roster

Site Details

Year: 2018  
Site Name: The...  
Site Director: Mi...  
Class: 10...  
Count D: 9/9...  
Due Date: 9/1...  
Submit Date:

**Add/Modify Student Information**

**Copy From RPK**

Student Last Name: \*  
Student First Name: \*  
Student Middle Name: \*  
Suffix:  
Date of Birth: \*  
SSN: \*  
Gender: \*  
Multiple Birth: \*

LAST NAME  
FIRST NAME  
MIDDLE NAME  
mm/dd/yyyy  
999-99-99  
Male

List of RPK Students that can be added to Pre-K

Please select the student using the radio button and then click Ok to add the student

Showing 1 to 10 of 10 entries      Search in Results:

Select	Last Name	First Name	Middle Name	Gender	Date of Birth	RPK Class ID
<input type="radio"/>	Lopez	Sofia	Eileen	Female	7/6/2018	112
<input type="radio"/>	Flores	Diego	NMN	Male	11/26/2017	112
<input type="radio"/>	Sanchez	Isabella	Valencia	Female	12/9/2017	112
<input type="radio"/>	Ortiz	Sara	Celeste	Female	8/17/2018	112
<input type="radio"/>	Garcia	Danie	NMN	Female	4/9/2018	112
<input type="radio"/>	Cruz	Aaron	Carlos	Male	1/21/2018	112
<input type="radio"/>	Gomez	Gabriel	NMN	Male	6/22/2018	112
<input type="radio"/>	Castillo	Santos	Alexandro	Male	2/4/2018	112
<input type="radio"/>	Ramirez	Catalina	Victoria	Female	3/13/2018	112
<input type="radio"/>	Ortega	Juan	NMN	Male	5/16/2018	112

Ok Cancel

- Available to Summer Transition Program (STP) providers that offered the Rising Pre-K Program.
- Copy students from the Rising Pre-K roster to the Pre-K class roster.



# Entering Student Information


**Add/Modify Student Information**

Student Last Name: \*

Student First Name: \*

Student Middle Name: \*

Suffix:

Date of Birth: \*  

SSN: \*

Gender: \*  Male  Female

Multiple Birth: \*

Transportation: \*

Socio/Economic: \*

DLL: \*

IEP: \*

Funding: \*

- Enter the child's last name and first name **exactly** as they appear on the age document.
- Enter the child's full middle name **exactly** as it appears on the age document.
- If the age document does not include a middle name, enter NMN to indicate No Middle Name.
- Select the appropriate suffix from the drop-down list if applicable.
- Enter the child's date of birth **exactly** as it appears on the age document.



# Entering Student Information


**Add/Modify Student Information**

Student Last Name: \*

Student First Name: \*

Student Middle Name: \*

Suffix:

Date of Birth: \*  

SSN: \*

Gender: \*  Male  Female

Multiple Birth: \*

Transportation: \*

Socio/Economic: \*

DLL: \*

IEP: \*

Funding: \*

- Enter the child's Social Security number **exactly** as it appears on the Social Security card.
- If the parent chose not to submit the Social Security card, leave the field blank.



# Entering Student Information

## Add/Modify Student Information

Please review the following errors:  
• SSN or SSN Waiver is required

Student Last Name: *	<input type="text" value="Anderson"/>
Student First Name: *	<input type="text" value="Bryce"/>
Student Middle Name: *	<input type="text" value="William"/>
Suffix:	<input type="text"/>
Date of Birth: *	<input type="text" value="04/27/2018"/>
SSN: *	<input type="text" value="999-99-9999"/>
Gender: *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Multiple Birth: *	<input type="text" value="1"/>
Transportation: *	<input type="text" value="No"/>
Socio/Economic: *	<input type="text" value="Category 2"/>
DLL: *	<input type="text" value="No"/>
IEP: *	<input type="text" value="No"/>
Funding: *	<input type="text" value="Lottery"/>

### SSN Waiver Reason

- I need help obtaining an SSN.
- I need help replacing a lost SSN.
- I am awaiting a replacement SSN and will provide when it arrives.
- I forgot to bring the SSN and will provide within 30 days.
- I choose not to provide the SSN because

- Parents who chose not to provide a Social Security card should complete the *Student Social Security Number Information Form* (Appendix B).
- In the SSN Waiver Reason section, select the appropriate checkbox next to the Waiver Reason.
- A Social Security Number can be added at a later time.



# Entering Student Information


**Add/Modify Student Information**

Student Last Name: \*

Student First Name: \*

Student Middle Name: \*

Suffix:

Date of Birth: \*  

SSN: \*

Gender: \*  Male  Female

Multiple Birth: \*

Transportation: \*

Socio/Economic: \*

DLL: \*

IEP: \*

Funding: \*

- Select gender from the drop-down list.
- Select the appropriate numeric number assigned to the child's birth.
- Indicate if the program transports the child to and from the program on a regular basis.
- Select the appropriate socio-economic indicator for the child (Category One or Category Two).
  - Refer to Sections 2.4 and 2.5 of the Guidelines for Category One and Category Two definitions.



# Entering Student Information


**Add/Modify Student Information**

Student Last Name: \*

Student First Name: \*

Student Middle Name: \*

Suffix:

Date of Birth: \*  

SSN: \*

Gender: \*  Male  Female

Multiple Birth: \*

Transportation: \*

Socio/Economic: \*

DLL: \*

IEP: \*

Funding: \*

- DLL (Dual Language Learner)
  - Yes: Child speaks multiple languages
  - No: Child speaks one language
- IEP (Individual Education Plan)
  - Yes: Child has an IEP
  - No: Child does not have an IEP
- Funding Source
  - Lottery: Pre-K funds only
  - Blended: Pre-K funds and Head Start funds



# Entering Student Information

Save Cancel Save

Ethnicity: \*

Race: \*

Parent/Guardian Last Name: \*

Parent/Guardian First Name: \*

Relationship: \*

Begin Date in Class: \*

End Date in Class:

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Information not provided

LAST NAME

FIRST NAME

mm/dd/yyyy

mm/dd/yyyy


- Select Ethnicity and Race from the drop-down list.
  - Use the *Roster Information Form* (Appendix D)
  - If the parent declined to answer, select “Information not provided” on the roster
- Parent/Guardian Information
  - Use the *Roster Information Form* (Appendix D)



# 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



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

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"/>		

- 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



# Reporting Begin Date in Class

Save Cancel Save

Ethnicity: \*

Race: \*

Parent/Guardian Last Name: \*

Parent/Guardian First Name: \*

Relationship: \*

Begin Date in Class: \*

End Date in Class:

American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Information not provided

LAST NAME

FIRST NAME

mm/dd/yyyy

mm/dd/yyyy

- *Begin Date in Class* is the child's first day physically attending the class.
- Refer to the student attendance records to ensure accurate reporting of the begin date.
- The Student Begin Date cannot be prior to 8/1.
- The Student Begin Date cannot be after the count date.
- Any change occurring after the due date will be reported on the next roster,



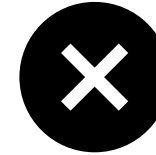
# Reporting Students on the Roster

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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.

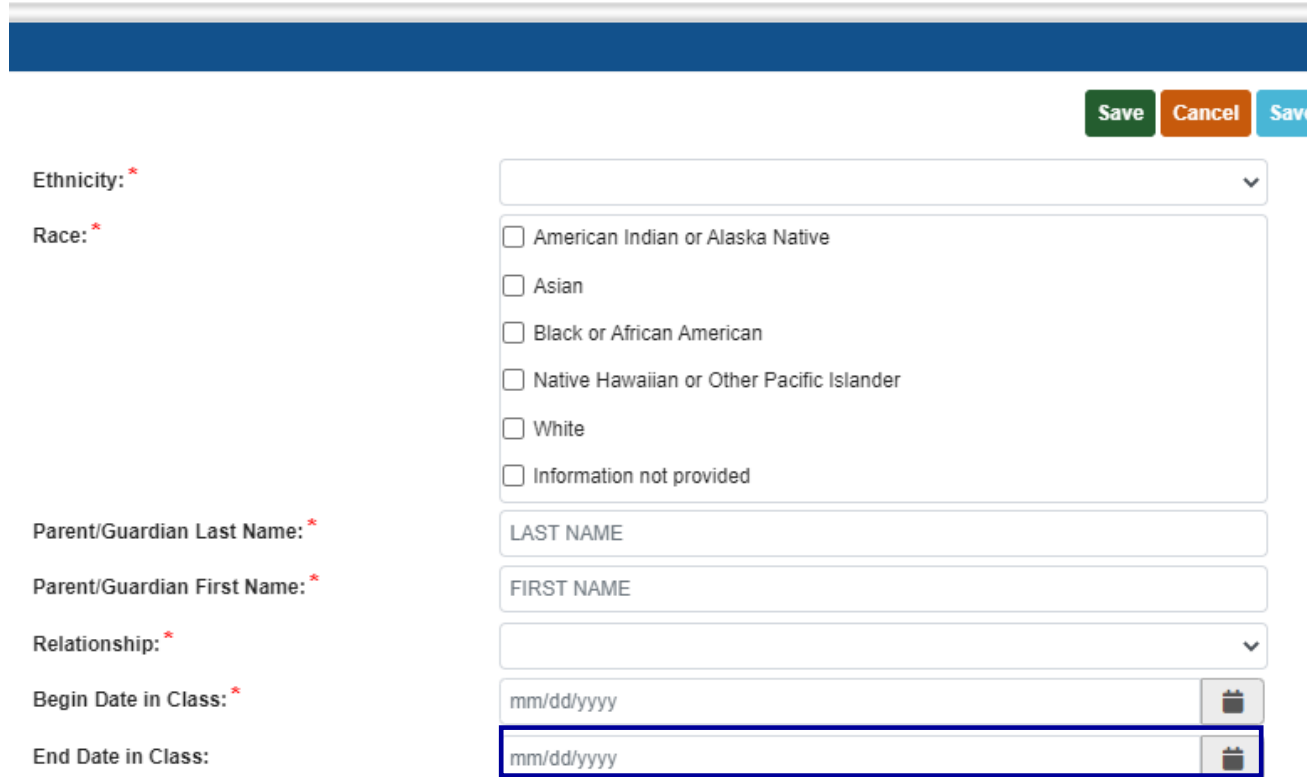


## DO NOT REPORT

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



# Reporting End Date in Class



The screenshot shows a web form with the following fields and options:

- Ethnicity:** A dropdown menu.
- Race:** A list of checkboxes:
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White
  - Information not provided
- Parent/Guardian Last Name:** A text input field with the placeholder "LAST NAME".
- Parent/Guardian First Name:** A text input field with the placeholder "FIRST NAME".
- Relationship:** A dropdown menu.
- Begin Date in Class:** A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- End Date in Class:** A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.

At the top right of the form, there are three buttons: "Save" (green), "Cancel" (orange), and "Save" (blue).

- *End Date in Class* is the child's last day physically attending the class.
- Refer to the student attendance records to ensure accurate reporting of the end date.
- The end date cannot be after the count date.
- Any changes occurring after the count date will be reported on the next roster.



# Adding Returning Students to the Pre-K Roster

**Add/Modify Student Information**

**Add Returning Student**

Student Last Name: \* LAST NAME

Student First Name: \* FIRST NAME

Student Middle Name: \* MIDDLE NAME

Suffix: \*

Date of Birth: \* mm/dd/yyyy

SSN: \* 999-99-9999

Gender: \*  Male  Female

Multiple Birth: \*

Transportation: \*

Socio/Economic: \*

DLL: \*

IEP: \*

Funding: \*

Ethnicity: \*

Race: \*

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Information not provided

Parent/Guardian Last Name: \* LAST NAME

Parent/Guardian First Name: \* FIRST NAME

Relationship: \*

Begin Date in Class: \* mm/dd/yyyy

End Date in Class: \* mm/dd/yyyy

Save Cancel Save & Add

- Use *Add Returning Student* to add a student who has withdrawn and returns to the program.
- A list of students who have withdrawn will display.
- Select the returning student(s) from the list.



# Student Record Review

**Add/Modify Student Information**

**Save** **Cancel** **Save & Add**

**Student Last Name:** \* Anderson

**Student First Name:** \* Bryce

**Student Middle Name:** \* William

**Suffix:** \*

**Date of Birth:** \* 04/27/2018

**SSN:** \* 555-55-5555

**Gender:** \*  Male  Female

**Multiple Birth:** \* 1

**Transportation:** \* No

**Socio/Economic:** \* Category 1

**DLL:** \* No

**IEP:** \* No

**Funding:** \* Lottery

**Ethnicity:** \* Not Hispanic/Latino

**Race:** \*  American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Information not provided

**Parent/Guardian Last Name:** \* Anderson

**Parent/Guardian First Name:** \* Cassie

**Relationship:** \* Mother

**Begin Date in Class:** \* 08/01/2022

**End Date in Class:** \* mm/dd/yyyy



Record saved successfully.

OK

Today is: 8/15/2022

Contact Us

Help

Welcome, Angie

## Student Information

Back

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > [Roster Class List](#) > [Roster Details](#) > [Student Information](#)

### Site Details

Year:	2022-2023	Phone:	(555) 555-1234
Site Name:	DECAL Academy	Email Id:	Angie@panda.test
Site Director:	Angie Cooper		
Class:			



### Site Details

Year:	2022-2023	Phone:	(555) 555-1234
Site Name:	DECAL Academy	Email Id:	Angie@panda.test
Site Director:	Angie Cooper	Class Start Date:	8/1/2022
Class:	105437	#Active Kids Listed:	2
Count Date:	9/9/2022	#Category One Kids:	2
Due Date:	9/16/2022	#Cat 1 & Trans:	0
Submit Date:			

### Add/Modify Student Information

Save Cancel Save & Add

Student Last Name: \*

Student First Name: \*

Student Middle Name: \*

Suffix:

Date of Birth: \*

SSN: \*

Gender: \*  Male  Female

Multiple Birth: \*

Transportation: \*

Socio/Economic: \*

DLL: \*

IEP: \*

Funding: \*

Ethnicity: \*

Race: \*  American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White  
 Information not provided

Parent/Guardian Last Name: \*

Parent/Guardian First Name: \*

Relationship: \*


Begin Date in Class: \*

End Date in Class:



# 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.



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](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.





# Updating Student Information

**Student Information**

Select Status:

Showing 1 to 1 of 1 entries

#	Last Name	First Name	Middle Name	Suffix	DoB	SSN	Gender	Multiple Birth	Trans.	Soc/Eco	IEP	Begin Date
1	Anderson	Bryce	William		4/27/2018	555-55-5555	Male	1	No	Category 1	No	8/1/20

Gender

Male  Female

Multiple Birth

IEP

To correct **Gender, Multiple Birth, and IEP**, click the hyperlink to open the field menu options.



# Updating Student Information

**Student Information**

Select Status:

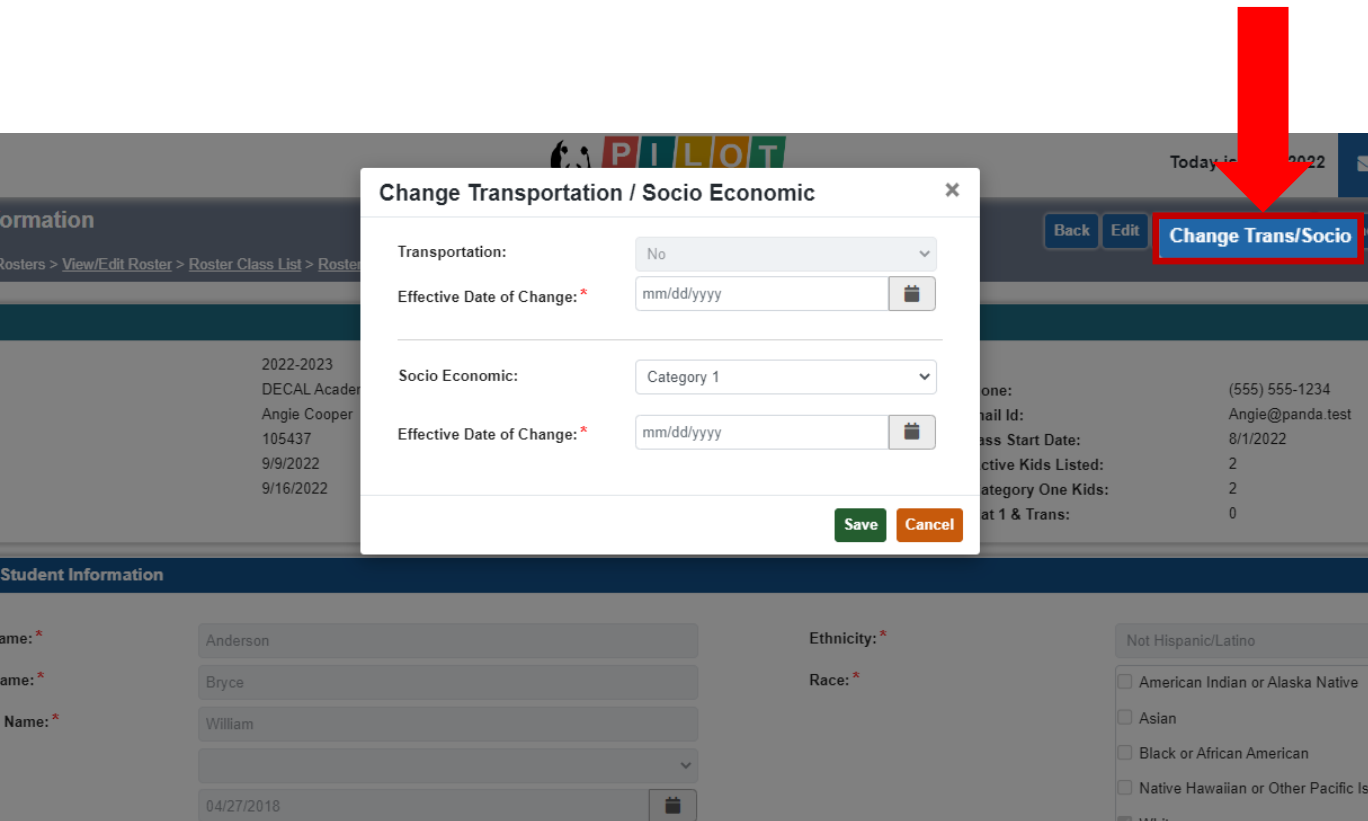
Showing 1 to 1 of 1 entries

#	Last Name	First Name	Middle Name	Suffix	DoB	SSN	Gender	Multiple Birth	Trans.	Soc/Eco	IEP	Begin Date
1	Anderson	Bryce	William		4/27/2018	555-55-5555	Male	1	No	Category 1	No	8/1/20

To change **Transportation** and **Socio/Economic** designation, click the student's last name to open the Student Information Screen.



# Changing Transportation and Socio/Economic Designation



The screenshot displays a web application interface with a modal dialog box titled "Change Transportation / Socio Economic". The dialog box contains the following fields:

- Transportation: A dropdown menu currently set to "No".
- Effective Date of Change: A date input field with a calendar icon, showing "mm/dd/yyyy".
- Socio Economic: A dropdown menu currently set to "Category 1".
- Effective Date of Change: A date input field with a calendar icon, showing "mm/dd/yyyy".

At the bottom of the dialog box are "Save" and "Cancel" buttons. In the background, a "Change Trans/Socio" button is highlighted with a red box and a red arrow points to it from above. The background interface also shows "Back" and "Edit" buttons.

- Click Change Trans/Socio.
- Enter the correct values for Transportation or Socio-Economic designation.
- Enter the effective date for each field changed.
- Click Save.



# Changing Transportation and Socio-Economic Designation

- Two student records appearing on the roster is not an error.
- Refer to page 43 and 44 of the *PANDA Student Training Document* for additional information.

**Student Information**


Select Status:

Showing 1 to 3 of 3 entries Search in Results

#	Last Name	First Name	Middle Name	Suffix	DoB	SSN	Gender	Multiple Birth	Trans.	Soc/Eco	IEP	Begin Date	End Date	Data Entry Open Date	Data Entry Close Date
1	Anderson	Bryce	William		4/27/2018	555-55-5555	Male	1	No	Category 2	No	8/18/2022		8/15/2022	
2	Anderson	Bryce	William		4/27/2018	555-55-5555	Male	1	No	Category 1	No	8/1/2022	8/17/2022	8/15/2022	8/18/2022



# Moving a Student from One Class to Another

 Today is: 8/18/2022 [Contact Us](#) [Help](#) Welcome, Angie

**Student Information** [Back](#) [Edit](#) [Change Trans/Socio](#) [Upload Document](#) [Move Student](#) [Close Student](#)

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > [Roster Class List](#) > [Roster Details](#) > Student Information

**Site Details**

<b>Year:</b>	2022-2023	<b>Phone:</b>	(555) 555-1234
<b>Site Name:</b>	DECAL Academy	<b>Email Id:</b>	Angie@panda.test
<b>Site Director:</b>	Angie Cooper	<b>Class Start Date:</b>	8/1/2022
<b>Class:</b>	105437	<b>#Active Kids Listed:</b>	2
<b>Count Date:</b>	9/9/2022	<b>#Category One Kids:</b>	1
<b>Due Date:</b>	9/16/2022	<b>#Cat 1 &amp; Trans:</b>	0
<b>Submit Date:</b>			

**Add/Modify Student Information**

<b>Student Last Name: *</b>	<input type="text" value="Anderson"/>	<b>Ethnicity: *</b>	<input type="text" value="Not Hispanic/Latino"/>
<b>Student First Name: *</b>	<input type="text" value="Bryce"/>	<b>Race: *</b>	<input type="checkbox"/> American Indian or Alaska Native



# Moving a Student from One Class to Another

Transfer Student from One Class to Another

End Date at this Class: \* mm/dd/yyyy

Select Site: \* DECAL Academy

Select Class: \* 105438

Begin Date in New Class: \* mm/dd/yyyy

Save Cancel

Student Information

Home > Pre-K > Rosters > View/Edit Roster > Roster

Site Details

Year: 2022  
Site Name: DE  
Site Director: An  
Class: 105438  
Count Date: 9/9  
Due Date: 9/1  
Submit Date:

Add/Modify Student Information

Student Last Name: \* Anderson  
Student First Name: \* Bryce  
Student Middle Name: \* William  
Suffix:  
Date of Birth: \* 04/27/2018

Ethnicity: \* Not Hispanic/Latino  
Race: \*  
 American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Other Pacific Islander  
 White

Buttons: Edit, Change Trans/Socio, Upload Document, Move Student, Close Student

Background text: (555) 555-1234, Id: Angie@panda.test, Start Date: 8/1/2022, Kids Listed: 2, Category One Kids: 1, #Cat 1 & Trans: 0



# Submitting Pre-K Rosters



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BRIGHT FROM THE START



# Submitting Your Pre-K Roster

Class:	105437	Class Start Date:	8/1/2022
Count Date:	9/9/2022	#Active Kids Listed:	1
Due Date:	9/16/2022	#Category One Kids:	1
Submit Date:		#Cat 1 & Trans:	0

**Lead Teacher Information**

Select Status:

PDS #	Last Name	First Name	SSN	Credential	ECE Degree	Creditable Years of Experience	Instruction Begin Date	Instruction End Date	Data Entry Open Date	Data Entry Close Date	Modified By	Modified On
	Smith	Jasmine	123-45-6789	No GaPSC Credential, ECE Bachelor or higher	Early Childhood Education	0.00	8/1/2022		8/12/2022		Angie Cooper	8/12/2022

**Assistant Teacher Information**

Select Status:

PDS #	Last Name	First Name	SSN	Credential	ECE Degree	Creditable Years of Experience	Instruction Begin Date	Instruction End Date	Data Entry Open Date	Data Entry Close Date	Modified By	Modified On
	Tyler	Anderson	123-45-6789	Technical Certificate of Credit (ECE, ELEM)		0.00	8/1/2022		8/12/2022		Angie Cooper	8/12/2022

**Student Information**

Select Status:  Add

Showing 1 to 1 of 1 entries Search in Results:

#	Last Name	First Name	Middle Name	Suffix	DoB	SSN	Gender	Multiple Birth	Trans.	Soc/Eco	IEP	Begin Date	End Date	Data Entry Open Date	Data Entry Close Date	Modified By	Modified On
1	Anderson	Bryce	William		4/27/2018	123-45-6789	Male	1	No	Category 1	No	8/1/2022		8/15/2022		Angie Cooper	8/15/2022

Roster Updates Complete





## Roster for Roster 1 for DECAL Academy

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > [Roster Class List](#) > Roster Details

[Back](#)[Print](#)[Print Without SSN](#)

### Site Details

Year:	2022-2023	Phone:	(555) 555-1234
Site Name:	DECAL Academy	Email Id:	Angie@panda.test
Site Director:	Angie Cooper	Class Start Date:	8/1/2022
Class:	105437	#Active Kids Listed:	2
Count Date:	9/9/2022	#Category One Kids:	1
Due Date:	9/16/2022	#Cat 1 & Trans:	0
Submit Date:	<small>123-45-6789</small>		

### Lead Teacher Information

Select Status:

PDS #	Last Name	First Name	SSN	Credential	ECE Degree	Creditable Years of Experience	Instruction Begin Date	Instruction End Date	Data Entry Open Date	Data Entry Close Date	Modified By	Modified On
	Smith	Jasmine	123-45-6789	No GaPSC Credential, ECE Bachelor or higher	Early Childhood Education	0.00	8/1/2022		8/12/2022		Angie Cooper	8/12/2022

### Assistant Teacher Information

Select Status:

PDS #	Last Name	First Name	SSN	Credential	ECE Degree	Creditable Years of Experience	Instruction Begin Date	Instruction End Date	Data Entry Open Date	Data Entry Close Date	Modified By	Modified On
	Tyler	Anderson	123-45-6789	Technical Certificate of Credit (ECE, ELEM)		0.00	8/1/2022		8/12/2022		Angie Cooper	8/12/2022

### Student Information



# Review the roster status for the class.



## Roster Class List

[Return to Site List](#) [Reports](#)

[Home](#) > [Pre-K](#) > [Rosters](#) > [View/Edit Roster](#) > Roster Class List

### Site Details

Provider Name: Bright from the Start Academy, Inc.  
Region:  
County: Douglas  
Consultant:

Site Name: DECAL Academy  
Address: 123 Elm Street, Anywhere, GA 30333  
Site Director: Angie Cooper  
Email Id: Angie@panda.test  
Phone: (555) 555-1234

School Year: 2023

Roster Cycle: Roster 1

Search

Showing 1 to 2 of 2 entries

Search in Results:

#	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids Listed	Emailed/Printed On	Roster Status	Validation Status	Waiver Type
1	105437	Smith, Jasmine	No GaPSC Credential, ECE Bachelor or higher	22	22		Roster Updates Complete	No Exceptions	



# The site roster is ready for submission.



Today is: 8/18/2022

Contact Us

Help

Welcome, Angie

## View/Edit Roster

Reports

Home > Pre-K > Rosters > View/Edit Roster

Select a prior School Year or Roster Cycle and click Search to view a previous Roster.

School Year:

2023

Roster Cycle:

Roster 1

Search

To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear inside the white box. Then click CONTINUE. The site must have a status of Roster Updates Complete to be submitted.

Showing 1 to 1 of 1 entries

Search in Results:

<input type="checkbox"/>	#	County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids Listed	Emailed / Printed On	Roster Status	Validation Status	LVSC Date
<input type="checkbox"/>	1	Douglas	1201	DECAL Academy	123 Elm Street	Anywhere	30333	2	2	2	8/18/2022	Roster Updates Complete	No Exceptions	



# Submitting your roster to DECAL



The screenshot shows the PANDA web application interface. At the top, there is a logo for PANDA (a panda) and the text "PANDA". To the right, it says "Today is: 8/18/2022" and has links for "Contact Us", "Help", and "Welcome, Angle". Below this is a navigation bar with "View/Edit Roster" and a "Reports" dropdown. A breadcrumb trail shows "Home > Pre-K > Rosters > View/Edit Roster".

There are two dropdown menus: "School Year" set to "2023" and "Roster Cycle" set to "Roster 1", with a "Search" button. Below this is a blue instruction box: "To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear inside the white box. Then click CONTINUE. The site must have a status of Roster Updates Complete to be submitted."

A table shows "Showing 1 to 1 of 1 entries" with a search box. The table has columns: County, Site ID, Site Name, Site Address, City, Zip, # Classes, # Kids Allowed, # Kids Listed, Emailed / Printed On, Roster Status, Validation Status, and LVSC Date. The first row is highlighted in yellow and has a blue checkmark in a white box next to the Site ID "12011".

Below the table is a red-bordered box containing the text: "By Submitting this roster(s) you are asserting via electronic signature that the information on the roster(s) is true, complete, and accurate to include all available student and teacher information. Social Security numbers must be entered unless a parent signed waiver is on file." Below this box is a brown "Continue" button, which is circled in red.

County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids Listed	Emailed / Printed On	Roster Status	Validation Status	LVSC Date
Douglas	12011	DECAL Academy	123 Elm Street	Anywhere	30333	2	44	44		Roster Updates Complete	No Exceptions	

The Continue button is only available to individuals with the Provider Management role.



# Submitting your roster to DECAL

**! Roster Submission**

By Clicking in Accept box below, I certify that the statements I have made to Bright from the Start are true and accurate to the best of my knowledge. I understand that any false, fraudulent or fictitious statement or representation made to Bright from the Start is punishable by law and could result in a felony charge and/or civil penalties of up to \$11,000 plus damages for each false claim made, pursuant to O.C.G.A. §§ 16-10-20 and 23-3-121.

Accept

Submit Return to Roster

The Submit button is only available to individuals with the Provider Management role.



# Submitting your roster to DECAL



Today is: 8/18/2022

Contact Us

Help

Welcome, Angie

## View/Edit Roster

Reports

Home > Pre-K > Rosters > View/Edit Roster

Select a prior School Year or Roster Cycle and click Search to view a previous Roster.

School Year:

2023

Roster Cycle:

Roster 1

Search

To submit rosters for a site, click inside the white box to the left of the Site ID. A check mark should appear inside the white box. Then click CONTINUE. The site must have a status of Roster Updates Complete to be submitted.

Showing 1 to 1 of 1 entries

Search in Results:

<input type="checkbox"/>	#	County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids Listed	Emailed / Printed On	Roster Status	Validation Status	LVSC Date
<input type="checkbox"/>	1	Douglas	1201	DECAL Academy	120 Elm Street	Anywhere	30000	2	11	11		Submitted	No Exceptions	



# Submitting your Pre-K Roster

---

## Confirmation Email



A confirmation email is sent from DECAL when a roster has been successfully submitted.



The email includes a count of the number of classes that were submitted.



If all classes were not submitted, review the roster to see which class was not submitted successfully.



Repeat the submission steps for classes that were not submitted.



# Avoiding Data Entry Errors



**Georgia Dept  
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BRIGHT FROM THE START





# Avoiding Data Entry Errors

---

## Duplicate Students

- Students who are reported on more than one roster in the same reporting period.
- Providers are notified via email.
- Notification includes steps for resolving the issue.



# Avoiding Data Entry Errors

---

## **Duplicate students can result from entering an incorrect:**

- Name
- Date of Birth
- Social Security Number
- Gender
- Start Date
- End Date



# Avoiding Data Entry Errors

## Incorrect Social Security Number

Last Name	First Name	Suffix	Middle Name	DOB	SSN	GTID	Gender	Provider Name	Site Name	Class ID	Student ID	Roster Cycle	Begin Date	End Date
Doe	Jane		Marie	5/17/2018	123-45-8888		Female	Bright from the Start, Inc.	DECAL Academy	12345	1503811	Roster 1	8/1/2022	8/14/2022
Doe	Jane		Marie	5/17/2018	123-45-8889		Female	Wally Kids, LLC	Wally Kids	66789	1503814	Roster 1	8/17/2022	



# Avoiding Data Entry Errors

## Attendance Overlap

Last Name	First Name	Suffix	Middle Name	DOB	SSN	GTID	Gender	Provider Name	Site Name	Class ID	Student ID	Roster Cycle	Begin Date	End Date
Smith	David		Michael	2/1/2018	123-45-9999		Male	Wally Kids, LLC.	Wally Kids	12345	1503813	Roster 1	8/1/2022	
Smith	David		Michael	2/1/2018	123-45-9999		Male	Bright from the Start Academy, Inc.	DECAL Academy	66789	503813	Roster 1	9/1/2022	



# Avoiding Data Entry Errors

---

- 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.
- Enter all names listed on the age document.
- Enter NMN (no middle name) only for students that do not have a middle name on the age document.



# Avoiding Data Entry Errors

Use	Provide	Leave	Enter
<p><b>Use</b> a clear copy of the Social Security card.</p>	<p><b>Provide</b> parent the Social Security Number Information Form only when the parent chooses not to provide a Social Security card.</p>	<p><b>Leave</b> the Social Security number field blank if no Social Security card is provided. Enter the reason for Social Security number waiver in the designated area.</p>	<p>When the Social Security card is provided, <b>enter</b> the child's Social Security number in PANDA by clicking the Populate SSN button on the roster.</p>



# Important Reminders

---

- Children who have attended one or more instructional days should be reported on the roster. This includes children who have physically attended but are absent on the count date.
- Submit the roster on or before the due date. The October – May payments are 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



Today is: 7/23/2022

Contact Us

Help

Welcome, Angie

## Dashboard

Home

## 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 will appear 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](mailto:panda.support@decalf.ga.gov). Emails to PANDA Support will be answered during normal business hours.


There are currently no notices to display.

July 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2





# 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	



- Pre-K
- + About Pre-K
- Book List
- Childrens M
- Classroom A System (CLAS
- + Creating a Quality Learning Environment
- Curriculum
- Enrolling in Pre-K
- Families
- FAQ
- GA's Pre-K At Home
- Georgia Early Learning and Development Standards
- Infant and Early Childhood Mental Health
- Operating Guidelines
- + Pre-K Forms
- + Pre-K Supports
- Professional Learning
- + Project Directors**

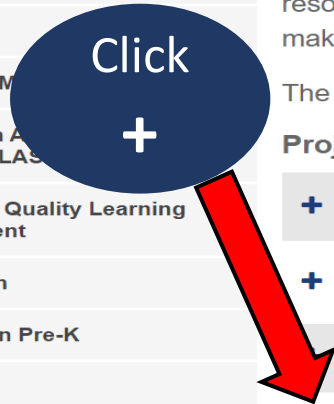
## PROJECT DIRECTORS

Project directors are responsible for appropriately implementing Georgia's Pre-K Program. Many resources are available on this website to assist directors in effectively managing their program and in making quality improvements to the Pre-K classroom.

The following is a list of items and/or documents to support you in implementing Georgia's Pre-K Program.

### Project Director Resource List:

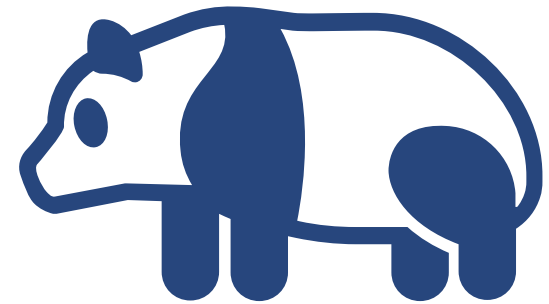
- + Pre-K Providers Operating Guidelines
- + Georgia's Pre-K Rate / Per Child Estimate Chart
- Resources
- + PANDA Roster: Change Request Forms, Tips Sheets, Webinars, and Other Resources
- + 2021 – 2022 Georgia's Pre-K Updates and FAQ
- + Child Registration and Waiting List Information Forms
- + Georgia's Pre-K Credential Information
- + Georgia's Pre-K Training
- + Pre-K Bank Account Change Request
- Sample Pre-K Teacher Work Agreement



# Additional Support

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- [Panda.Rosters@dec.al.ga.gov](mailto:Panda.Rosters@dec.al.ga.gov)
  - Student data entry questions
- [Panda.Teachers@dec.al.ga.gov](mailto:Panda.Teachers@dec.al.ga.gov)
  - Credential requirements, CYE, teacher data entry
- [Panda.Support@dec.al.ga.gov](mailto:Panda.Support@dec.al.ga.gov)
  - Panda login credentials



# Questions



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



# Georgia's Pre-K Program

*PANDA Roster System: Student Data Entry*

