



Georgia's Pre-K Program

PANDA Roster System: Using the Upload 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, PowerSchool, ASPEN, or ChildPlus 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

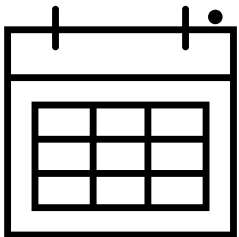


Count Date and Due Date

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!

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

Twitter

Bright from the Start @GADeptEarlyCare
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.

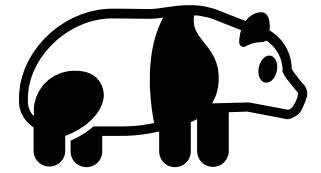
g PANDA users: viewing Payment Advices, submitting a Pre-K Application, and updating Roster 1 Teacher Data to reflect PANDA's new and improved user interface.

August 2022

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



PANDA Provider User Roles



Provider Management Role

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

Provider Roster Role

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



Upload Process



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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"/>		
<p>1. Is your child's ethnicity Hispanic/Latino/Spanish regardless of race? (<i>¿Es Ud. Hispano/Latino o de Origen Hispano, sin importar la raza?</i>)</p> <p><input type="checkbox"/> Yes (Si) <input type="checkbox"/> No (No) <input type="checkbox"/> Decline to Answer (<i>negarse a contestar</i>)</p> <p>Please select ONE OR MORE of the following races regardless of how you answered question one. (TODOS deben seleccionar UNA O MAS de las siguientes razas sin importar cómo haya contestado la primera pregunta.)</p> <p>2. Is your child:</p> <p><input type="checkbox"/> 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.)</p> <p><input type="checkbox"/> 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.)</p> <p><input type="checkbox"/> 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.)</p> <p><input type="checkbox"/> 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.)</p> <p><input type="checkbox"/> 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.)</p> <p><input type="checkbox"/> f. Decline to Answer (<i>negarse a contestar</i>)</p>		
<p>3. What is your child's primary language? (<i>¿Cuál es el idioma primario de su hijo(a)?</i>)</p> <p><input type="checkbox"/> English (<i>Inglés</i>)</p> <p><input type="checkbox"/> A language other than English (<i>Un idioma diferente al Inglés</i>)</p>		<p>4. Was your child born as a: (<i>El parto en que Ud. tuvo a su hijo(a) fue de:</i>)</p> <p><input type="checkbox"/> Single Birth (1) (<i>Un sólo niño</i>)</p> <p><input type="checkbox"/> Twin (2) (<i>De mellizos</i>)</p> <p><input type="checkbox"/> Triplet (3) (<i>De trillizos</i>)</p> <p><input type="checkbox"/> Quadruplet (4) (<i>De cuatrillizos</i>)</p> <p><input type="checkbox"/> Quintuplet (5) (<i>De quintuples</i>)</p>
<p>5. Does your child have an Individualized Education Plan (IEP)? (<i>¿Tiene su hijo(a) un Plan de Educación Individualizada (IEP)?</i>)</p> <p><input type="checkbox"/> Yes (Si) <input type="checkbox"/> No (No)</p>		<p>6. Does your child receive any of the following services? (<i>¿Recibe su hijo(a) alguno de estos servicios?</i>)</p> <p><input type="checkbox"/> Childcare and Parent Services (CAPS) (child care subsidy program)</p> <p><input type="checkbox"/> Food Stamps (<i>Cupones de Alimentos</i>)</p> <p><input type="checkbox"/> SSI</p> <p><input type="checkbox"/> Medicaid</p> <p><input type="checkbox"/> Temporary Assistance for Needy Families (TANF)</p>
<p>7. Will the Pre-K center be providing transportation for your child? (<i>¿Recibirá su hijo(a) transporte en el Centro donde va a asistir a Pre-K?</i>)</p> <p><input type="checkbox"/> Yes (Si) <input type="checkbox"/> No (No)</p>		

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)



PANDA Student Roster Template



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Access PANDA Student Roster Template

- Pre-K
- + About Pre-K
- Book List
- Childrens Mental Health Week
- Classroom Assessment Scoring System (CLASS)
- + 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
 - Basic Materials List
 - Pre-K CAPS
 - Child Registration Forms
 - Curriculum
 - Director Grant Requirement Checklist
 - Ownership Change Request
 - PANDA Resources**
 - Payments

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.

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- 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
- PANDA Waiting List Template 2023
- PANDA Pre-K Application Manual
- Reconciliation Form Instructions
- PANDA Summer Transition Program Application Manual
- PANDA Provider User Management
- PANDA Reconciliation Training Document
- PANDA Site Update Instructions
- PANDA: Uploading Student Documents
- Roster Tips: Moving Students to Another Class
- Roster Tips: Moving Teachers to Another Class

Click +

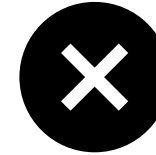


Reporting Students on the Roster



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.



Enter Site ID

	Site ID (required)	Class # (required)	Student Lastname (copy from birth certificate) (required)	Student Firstname (copy from birth certificate) (required)	Student Social (do not enter dashes)
5					
6					
7					
8					
9					

Showing 1 to 1 of 1 entries

	#	County	Site ID	Site Name	Site Address	City	Zip	# Classes
<input type="checkbox"/>	1	Douglas	12011	Lincoln Center	123 Elm Street	Anywhere	30333	2

- Site ID is located on the PANDA Roster
 - Click Pre-K
 - Roster
 - View/Edit Roster



Enter Class # (Class ID)

	Site ID (required)	Class # (required)	Student Lastname (copy from birth certificate) (required)	Student Firstname (copy from birth certificate) (required)	Student Social (do not enter dashes)
5					
6					
7					
8					
9					

- Class # (Class ID) is located on the PANDA Roster
 - Click Pre-K
 - Roster
 - View/Edit Roster
 - Click Site Name

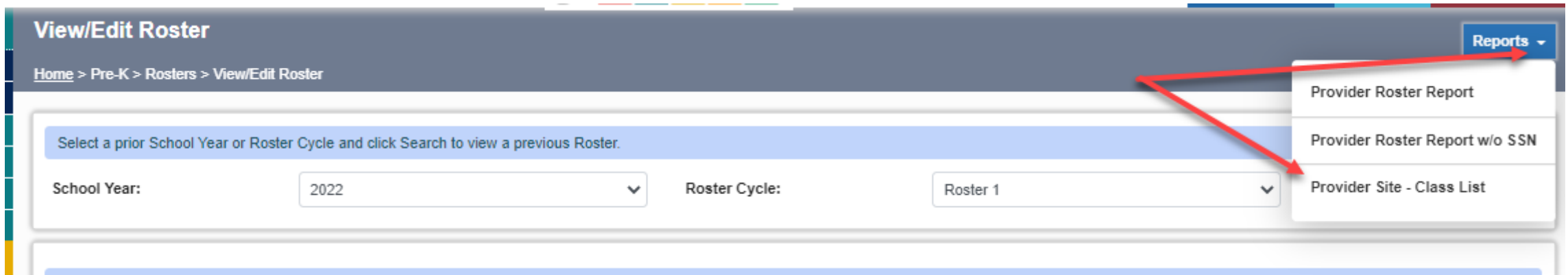
1 to 2 of 2 entries

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



Provider Site-Class List Report

- Regardless of which upload template is used, you will need to **verify your Site ID and Class ID values each year because the Class ID values change each school year**. This can be done by pulling the **Provider Site-Class List Report** using the steps listed below:
- After selecting the View/Edit Roster menu option, click on the Reports button and select the Provider Site-Class List option from the dropdown menu.



- The report will open in a separate browser window where you can choose to 'print' the report or you can 'save' the report to a pdf file.



Entering Student Information

	Site ID (required)	Class # (required)	Student Lastname (copy from birth certificate) (required)	Student Firstname (copy from birth certificate) (required)	Student Social (do not enter dashes)
5					
6					
7					
8					
9					

- Enter the student's Last Name **exactly** as it appears on the student's age documentation. The student's last name must have two or more letters and may include hyphens, apostrophes, and periods. Do not include a suffix as part of the last name (e.g., D'Angelo, Smith-Kline, or St. Claire).
- Enter the student's First Name **exactly** as it appears on the student's age documentation. The student's first name must have at least two letters. The first name can include two names separated by hyphens, apostrophes, spaces, or periods (e.g., Jean-Paul, Da'Shandra, or T.J.).



Entering Student Information

Site ID (required)	Class # (required)	Student Lastname (copy from birth certificate) (required)	Student Firstname (copy from birth certificate) (required)	Student Social (do not enter dashes)

- Enter the student's Social Security Number without dashes.
- If the Social Security Number has a leading zero, precede the value entered with an apostrophe (i.e., '012345678).
- If a parent chooses not to submit the Social Security card, providers should ask the parent to complete the *Student Social Security Number Information Form* (Appendix B). This field will be left blank on the template.
- If you are a public school district and have already assigned a social beginning with '9' pseudo-social, leave this field blank and be sure to populate the waiver information into Columns S and T.



Entering Student Information

- Select gender from the drop-down list.
- Enter the child's date of birth **exactly** as it appears on the age document.
- Select the appropriate numeric number assigned to the child's birth.

Student Social (do not enter dashes)	Student Gender (M=Male F=Female) (required)	Student DOB (MM/DD/YYYY) (required)	Birth Indicator (1=Single 2= Twin 3= Triplet etc...) (required)	Socio/ Economic (1=Category1 2=Category2) (required)	Transportation (Y/N) (required)	Ethnicity (Hispanic/Latino, Not Hispanic/Latino) (required)	Dual Language Learner Indicator (Y/N) (required)	IEP (Y/N) (required)	Funding (Lottery, Blended) (required)



Entering Student Information

Student Social (do not enter dashes)	Student Gender (M=Male F=Female) (required)	Student DOB (MM/DD/YYYY) (required)	Birth Indicator (1=Single 2= Twin 3= Triplet etc...) (required)	Socio/ Economic (1=Category1 2=Category2) (required)	Transportation (Y/N) (required)	Ethnicity (Hispanic/Latino, Not Hispanic/Latino) (required)	Dual Language Learner Indicator (Y/N) (required)	IEP (Y/N) (required)	Funding (Lottery, Blended) (required)

- Select the appropriate socio-economic indicator for the child (Category One or Category Two).
- Indicate if the program transports the student to and from the program on a regular basis.
- Select Ethnicity from the drop-down list.



Entering Student Information

Student Social (do not enter dashes)	Student Gender (M=Male F=Female) (required)	Student DOB (MM/DD/YYYY) (required)	Birth Indicator (1=Single 2= Twin 3= Triplet etc...) (required)	Socio/ Economic (1=Category1 2=Category2) (required)	Transportation (Y/N) (required)	Ethnicity (Hispanic/Latino, Not Hispanic/Latino) (required)	Dual Language Learner Indicator (Y/N) (required)	IEP (Y/N) (required)	Funding (Lottery, Blended) (required)

- 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



Reporting Begin Date

Funding (Lottery, Blended) (required)	Begin Date MM/DD/YYYY (required)	End Date MM/DD/YYYY	Middle Name (copy from birth certificate)	Name Suffix (Jr,II,III,IV, V,VI,VII,VIII)

- *Begin Date* 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 August 1st.
- The Student Begin Date cannot be after Count Date.
- Any change occurring after the County Date will be reported on the next roster.



Reporting End Date

Funding (Lottery, Blended) (required)	Begin Date MM/DD/YYYY (required)	End Date MM/DD/YYYY	Middle Name (copy from birth certificate)	Name Suffix (Jr,II,III,IV, V,VI,VII,VIII)

- *End Date* 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 Count Date will be reported on the next roster.



Entering Student Information

Middle Name (copy from birth certificate)	Name Suffix (Jr, II, III, IV, V, VI, VII, VIII)	Waiver Reason Code (1,2,3,4,5) (only required if SSN is blank)	Waiver Reason Detail (only required if Waiver Reason value equals '5')

- Enter the student'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.
- If applicable, select the appropriate suffix from the drop-down list.



Entering Student Information

Middle Name (copy from birth certificate)	Name Suffix (Jr, II, III, IV, V, VI, VII, VIII)	Waiver Reason Code (1,2,3,4,5) (only required if SSN is blank)	Waiver Reason Detail (only required if Waiver Reason value equals '5')

- If a Social Security card was not provided, review the *Student Social Security Number Information Form* and enter the **Waiver Reason Code** that corresponds with the reason selected by the parent.
- If Waiver Reason Code 5 is selected, enter the **Waiver Reason Detail** the parent provided on the *Student Social Security Number Information Form*.
 - Do not enter commas into this field.



Entering Student Information

American Indian or Alaskan Native (Y=Yes; N=No)	Asian (Y=Yes; N=No)	Black or African American (Y=Yes; N=No)	Native Hawaiian or Other Pacific Islander (Y=Yes; N=No)	White (Y=Yes; N=No)	GTID (optional)	Parent/Guardian First Name (required)	Parent/Guardian Last Name (required)	Parent/Guardian Relationship (required)
--	------------------------	--	--	------------------------	--------------------	--	---	--

- Select the appropriate Race from the drop-down list.
 - Use the *Roster Information Form* (Appendix D)
 - If the parent declined to answer, select ‘info not provided’ value from the dropdown
 - Leave the GTID column blank. Do not enter the student’s GTID number.
- Parent/Guardian Information
 - Use the *Roster Information Form* (Appendix D)



Creating an Upload File

Before Deletions

Site ID	Class #	Student Lastname	Student Firstname	Student SSN	Student Gender	Student DOB	Birth Indicator	Socio/Economic	Transportation
123456	123456	Duck	Donald	111223333	M	10/12/2010	1	1 Y	
123456	123456	Mouse	Minnie		F	9/15/2010	2	1 N	
6140	78910	Bell	Tinker	123456789	F	4/1/2012	1	1 Y	
6140	78910	Doo	Scooby	012312123	M	10/31/2011	2	1 N	
6140	78910	Bear	Yogi	222113333	M	1/12/2012	1	1 Y	

After Deletions

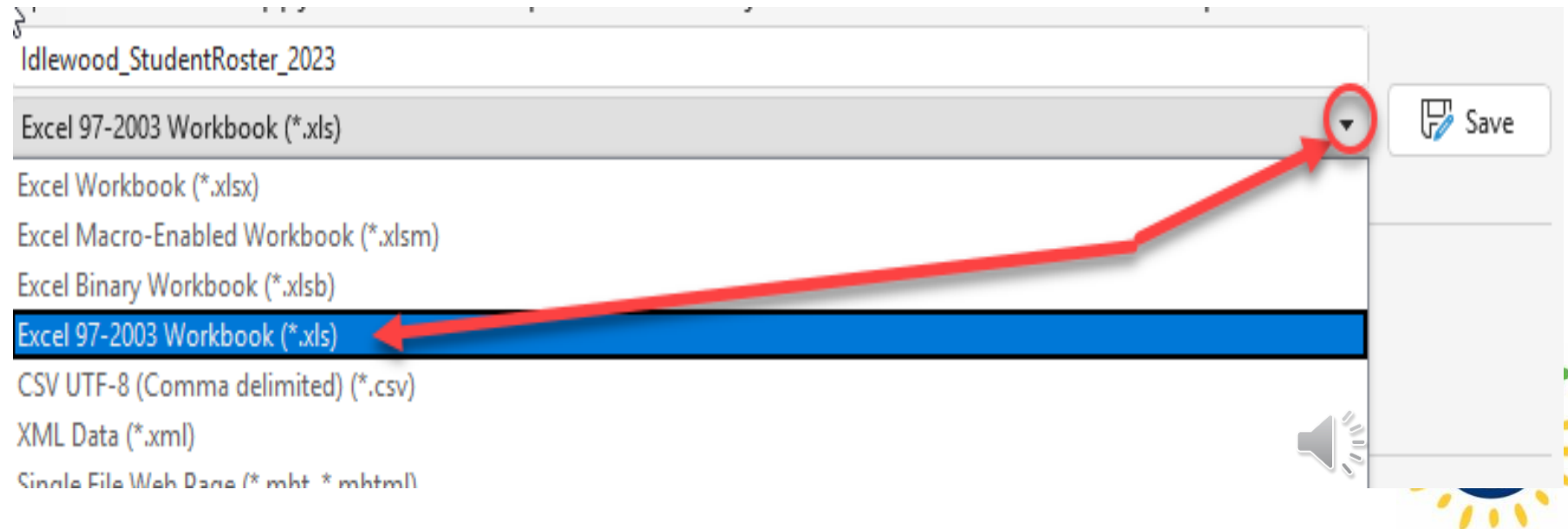
Site ID	Class #	Student Lastname	Student Firstname	Student SSN	Student Gender	Student DOB	Birth Indicator	Socio/Economic	Transportation
6140	78910	Bell	Tinker	123456789	F	4/1/2012	1	1 Y	
6140	78910	Doo	Scooby	012312123	M	10/31/2011	2	1 N	
6140	78910	Bear	Yogi	222113333	M	1/12/2012	1	1 Y	

- After student data has been entered, delete the red and yellow highlighted rows.
- Save the template as an .xls file and .csv file.



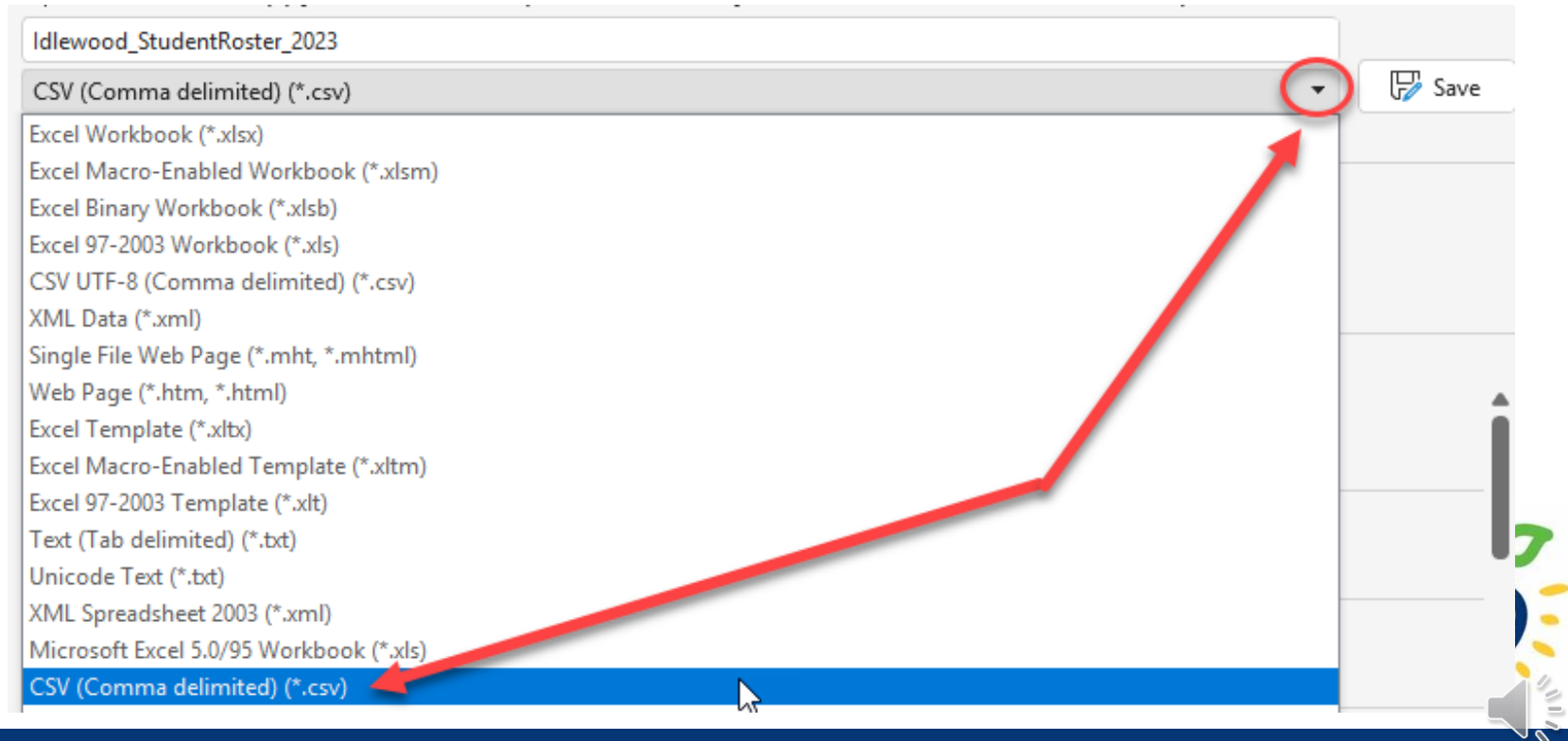
Creating an Upload File

To save the xls version, click **File > Save As** and select **Excel 97-2003 Workbook (*.xls)** or **Excel Workbook (*.xlsx)** in the dropdown list.



Creating an Upload File

To save the csv version, click **File > Save As** and select **CSV(Comma delimited)(*.csv)** from the dropdown list.



Uploading the Template to PANDA



**Georgia Dept
of Early Care
and Learning**

BRIGHT FROM THE START



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



**Georgia Dept
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BRIGHT FROM THE START




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		
Transportation	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.



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 SSN 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.

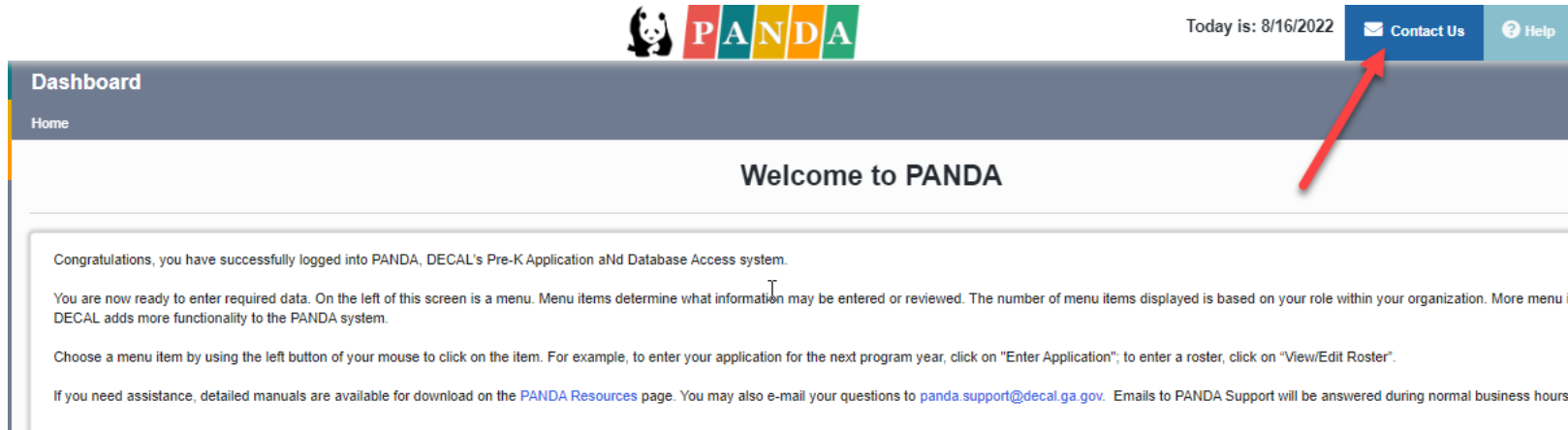


PANDA Roster Support

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

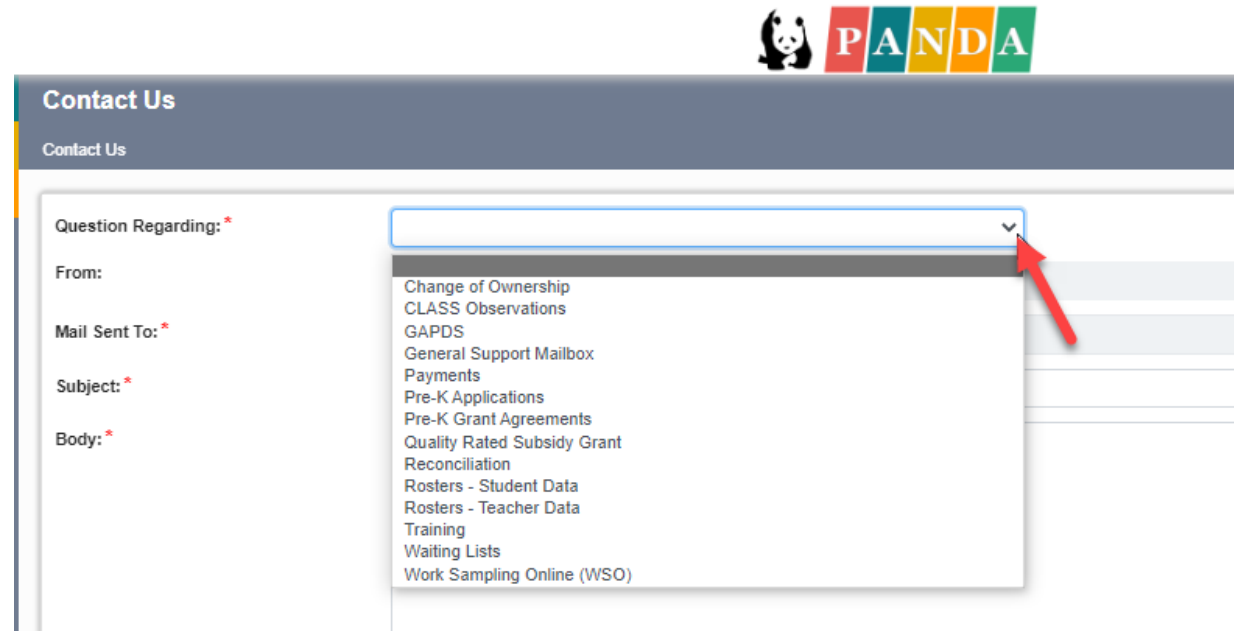
Welcome to PANDA

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 available on the left side of the screen. 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@dec.al.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: Using the Upload Process

