



STUDENT DATA TRAINING DOCUMENT

Bright from the Start: Georgia Department of Early Care and Learning
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Atlanta, Georgia 30334
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When to Submit Your Rosters to DECAL

E-mail Notification

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) will send an e-mail notification when rosters are open for entry. The e-mail will provide the Roster Count Date and the Roster Due Date. You can begin Roster Entry at this time, but you cannot submit the roster until the Count Date.

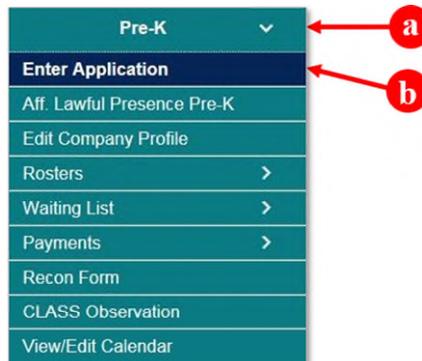
Updates to the Teacher Data may be done at any time. Student Data can only be added/updated when the Roster is open for student data entry. For questions regarding Teacher data entry, refer to the PANDA Teacher Data Training Document found on the PANDA Resources page located at www.decals.ga.gov under the Providers tab.

PANDA Critical Reporting Dates

There are several ways to view the roster count dates.

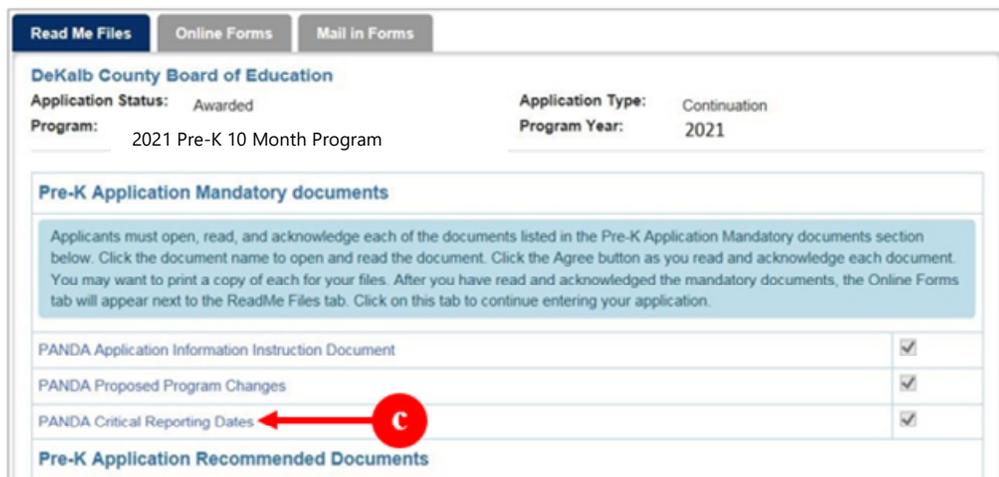
1. The roster count dates are included in the **PANDA Critical Reporting Dates** document that you read and acknowledged as part of the application process. You may open and print your application documents at any time during the school year. To view the Panda Critical Dates document, complete the following steps:

- a. In the left-side navigation menu, select **Pre-K**.
- b. Click **Enter Application**.



The application opens on the **Read Me Files** tab.

- c. Click the **PANDA Critical Reporting Dates** link in the Pre-K Application Mandatory Documents section.



- d. The document opens in a separate window. When you are finished with the document, close the window.
2. The Calendar is preloaded with important Pre-K information, such as the roster count dates.
- a. In the lower right corner on the Panda home page, hover your mouse over a highlighted day to display the details for that date.



- b. To check future or past dates, click the left arrow (>) to scroll forward a month and the right arrow (<) to scroll back a month.

What to Submit on Your Rosters to DECAL

Your roster should include the following:

- New students that have met all Georgia Pre-K enrollment requirements and have physically attended for at least 1 day. **There is no need to list a student who was a no-show.**
- All students enrolled in your program on the count date even if the student is absent on the count date.
- Students who un-enrolled from your program since the previous roster count date. These students should now have end dates.

Important

The number of students enrolled in a class on any date may not exceed the number of students approved in your contract unless DECAL has granted a class size waiver. If your roster includes both un-enrolled students and new students, their enrollment dates cannot overlap as this will cause the total number of students enrolled on any given date during the roster cycle to exceed the number of approved students.

How to Enter Your Student Information

There are two ways to enter your students onto Roster 1:

Method 1: You can manually enter each student online via the **Add Student** screen. These instructions begin on page 6.

Method 2: You can upload your students in bulk via an Excel template. These instructions begin on page 12. This method can be used by both private and public providers.



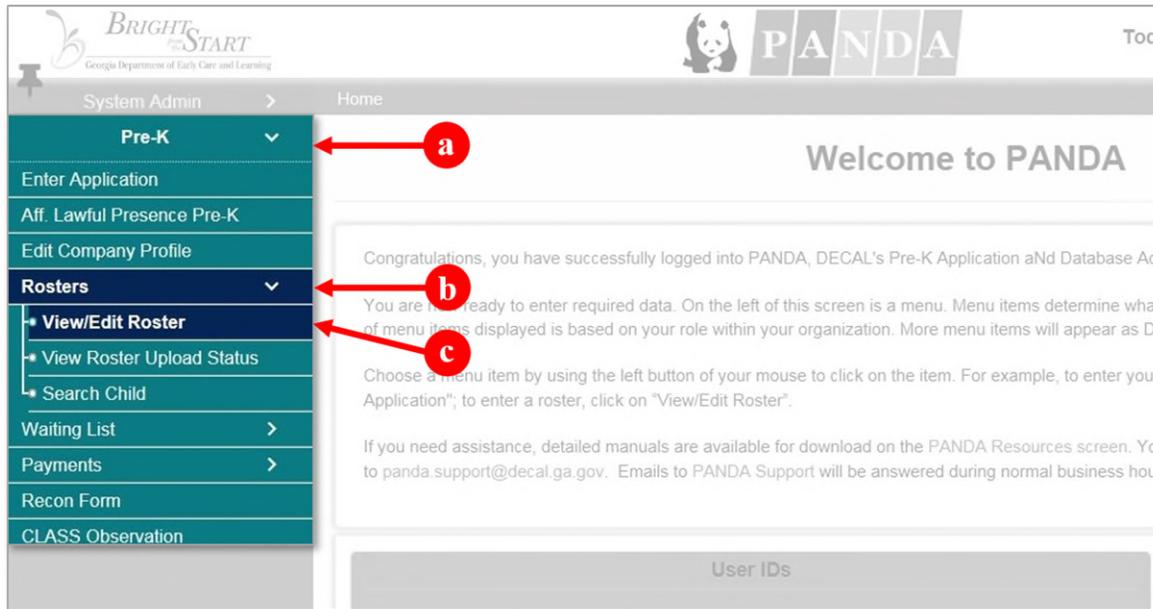
All public schools who are using Infinite Campus, Pearson PowerSchool, or Aspen should use this method to enter students onto Roster 1.



If you failed to include a student on a roster previously submitted to DECAL, you can add the student onto the next roster; however, you cannot back date the entry to correct the mistake. The Begin Date you enter has to be greater than the Count Date of the prior roster. It is highly recommended that you **carefully review each roster for accuracy** before submitting.

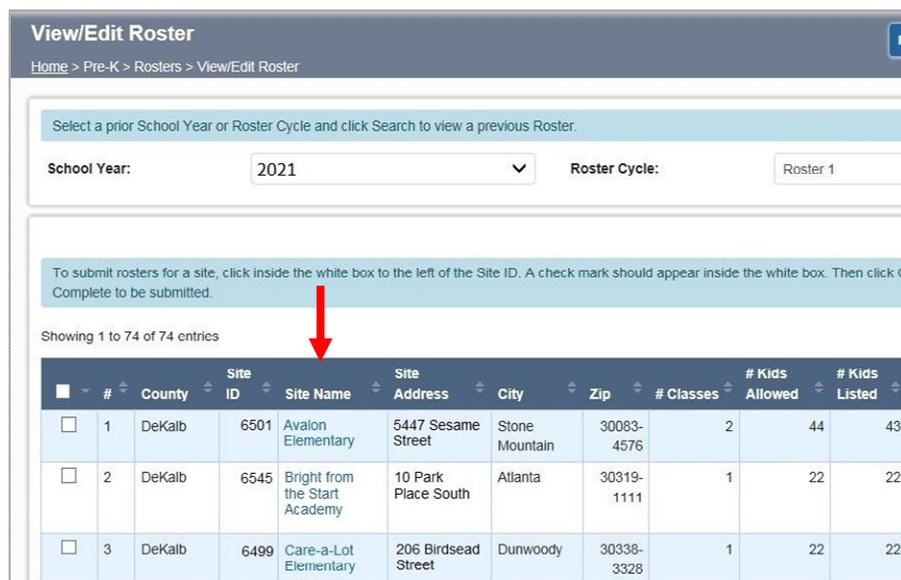
Entering Students via the Online Process

1. Launch [PANDA](#) and log in with your credentials.
 - For information about PANDA user accounts, refer to the [PANDA Provider User Management document](#) found on the PANDA Resources page located at www.decal.ga.gov under the Providers tab.
2. In the left-side navigation menu, select (a) **Pre-K**, click on (b) **Rosters**, and then click on (c) **View/Edit Roster**.



The Roster Provider Site List page opens. The Site Name column displays each Site Name as a hyperlink.

3. To choose a site, click the **Site Name**.



The Roster Class List displays. The Class ID column displays each Class ID as a hyperlink.

- To choose a class, click on the desired Class ID.

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

Site Details

Provider Name: DeKalb County Board of Education Site Name:
 Region: 03 Address:
 County: DeKalb Phone:
 Consultant: Emily Dickinson

School Year: 2021 Roster Cycle: Rost

Showing 1 to 2 of 2 entries

<input type="checkbox"/>	#	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids Listed
<input type="checkbox"/>	1	80004	Austen, Jane	GaPSC Certification, T4	22	21
<input type="checkbox"/>	2	80005	Bronte, Charlotte	No GaPSC Certification, ECE Bachelor or higher	22	22

- On the roster details screen, scroll down to the **Student Information** section and click the **Add** button.

Student Information

Select Status: Active

Showing 1 to 21 of 21 entries Search in Results:

Add

- The **Student Information** screen displays as shown below.

Add/Modify Student Information

A Student Last Name: * LAST NAME **N** Ethnicity: * [Dropdown]

B Student First Name: * FIRST NAME **O** Race: * American Indian or Alaska Native

C Student Middle Name: * MIDDLE NAME Asian

D Suffix: [Dropdown] Black or African American

E Date of Birth: * mm/dd/yyyy Native Hawaiian or Other Pacific Islander

F SSN: * 999-99-9999 White

G Gender: * [Dropdown] Information not provided

H Multiple Birth: * [Dropdown] **P** Parent/Guardian Last Name: LAST NAME

I Transportation: * [Dropdown] **Q** Parent/Guardian First Name: FIRST NAME

J Socio/Economic: * [Dropdown] **R** Relationship: [Dropdown]

K DLL: * [Dropdown] **S** Begin Date in Class: * mm/dd/yyyy

L IEP: * [Dropdown] **T** End Date in Class: mm/dd/yyyy

M Funding: * [Dropdown]

7. Complete the following fields for each student who has physically been in attendance for at least 1 day:

Field	Action Required
A Student Last Name	Enter the student's Last Name exactly as it appears on their birth certificate. 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).
B Student First Name	Enter the student's First Name exactly as it appears on their birth certificate. 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.).
C Student Middle Name	Enter the student's full middle name exactly as it appears on their birth certificate. Hyphens, apostrophes, and periods may be included. If the student does not have a Middle Name, enter NMN to represent No Middle Name . This indicates you have verified there is not a middle name listed on the student's birth certificate.
D Suffix	If applicable, select either Jr, II, III, IV, etc. from the drop-down.
E Date of Birth	Enter the student's birthday exactly as it appears on their birth certificate using the format "MM/DD/YYYY".
F SSN	Enter the student's SSN (Social Security Number). It will be encrypted in the system to ensure data security. <ul style="list-style-type: none"> • Please verify that each student's SSN was entered correctly. • If the SSN is omitted, a waiver signed by the parent/guardian is required to be on file at the site and will need to be provided to DECAL upon request if needed.

Note (1): If the SSN is omitted and you click **Save**, PANDA displays an error message. You will need to enter the information from the SSN Waiver form into the SSN Waiver Reason section by following steps (a) and (b).

The screenshot shows the 'Add/Modify Student Information' form. At the top, a red error message states: 'Please review the following errors: * SSN or SSN Waiver is required'. The form fields include Student Last Name (Test), Student First Name (Johnny), Student Middle Name (Joe), Suffix, Date of Birth (08/29/2014), SSN (999-99-9999), Gender (Male), Multiple Birth (1), Transportation (No), SocioEconomic (Category 2), DLL (No), IEP (No), and Funding (Lottery). The SSN field has a red error icon. Below the main form is the 'SSN Waiver Reason' section with radio button options: '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.', and 'I choose not to provide the SSN because'. Two callout boxes provide instructions: (a) 'Select the appropriate checkbox next to the Waiver Reason specified by the Parent on the Social Security Number Information Form (Appendix B in the Pre-K Operating Guidelines).', and (b) 'If the parent selected 'I do not choose to provide the SSN because ...', enter the reason in the Waiver Reason Detail field exactly as the parent entered it on the Waiver Form.'

Note (2): To add a SSN after the student information has been saved, return to the Roster Detail screen and click on the **POPULATE SSN** link next to the desired student’s name. Then enter the SSN and click **Save**. You do not need to close/re-add the student in order to populate the SSN.

Important

CORRECTING NAME/DOB/SSN AFTER STUDENT HAS BEEN SAVED

If you realize after entering a student that a **correction** is needed to one of these key fields (e.g., Last Name, First Name, Middle Name, Date of Birth, or SSN), **DO NOT** close and re-enter the student. Instead, send a copy of the age documentation (for changes needed to the Name/Date of Birth) or SSN card (for changes needed to the SSN) to Panda Rosters via the secured fax line at 404-651-8576. Closing and re-entering the student will flag the student as a duplicate and will require submission of student documentation to DECAL.

Field	Action Required												
G Gender	Select the student’s gender from the drop-down: <input type="checkbox"/> Male <input type="checkbox"/> Female												
H Multiple Birth	From the Multiple Birth drop-down list, select whether the student is from a single birth, twins, or a higher-order multiples (triplets or more) birth. <table border="1" style="margin-left: 20px;"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>If the child was born from a single birth</td> </tr> <tr> <td>2</td> <td>If the child was born from a twin birth</td> </tr> <tr> <td>3</td> <td>If the child was born from a triplet birth</td> </tr> <tr> <td>4</td> <td>If the child was born from a quadruplet birth</td> </tr> <tr> <td>5</td> <td>If the child was born from a quintuplet birth</td> </tr> </tbody> </table> <p style="margin-left: 20px;">For example, if John and Sally are twins, both would have “2” selected for Multiple Birth.</p>	Select	Description	1	If the child was born from a single birth	2	If the child was born from a twin birth	3	If the child was born from a triplet birth	4	If the child was born from a quadruplet birth	5	If the child was born from a quintuplet birth
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2	If the child was born from a twin birth												
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4	If the child was born from a quadruplet birth												
5	If the child was born from a quintuplet birth												
I Transportation	Select the student’s Transportation indicator from the drop-down list. If the Center transports the child to and from Pre-K, select Yes . <input type="checkbox"/> Yes <input type="checkbox"/> No												
J Socio/Economic	Select the appropriate Socio-Economic indicator from the drop-down. <input type="checkbox"/> Category 1 Select this option if the child and/or child’s family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file. <input type="checkbox"/> Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility.												

Important

CORRECTING TRANSPORTATION & CATEGORY

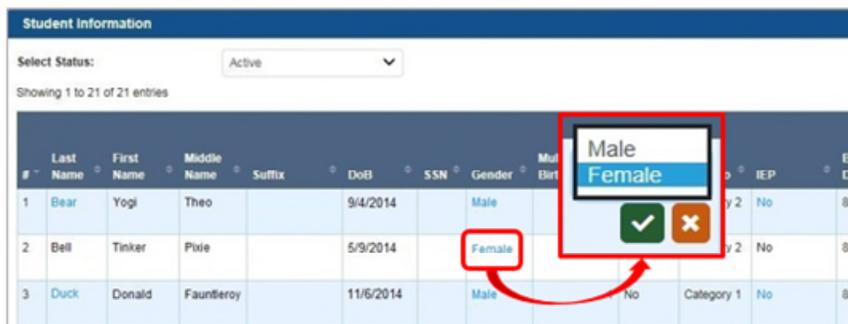
If you need to edit these fields prior to submission of Roster 1, you can click on the student’s name and enter the corrected values. If you need to edit these fields after Roster 1 has been submitted, you can now easily edit them on subsequent rosters by clicking on the Chg Trans/Socio button. Simply enter the corrected values and the system will prompt you for an effective date button for each field you change. You no longer need to close the student and re-add the student as was required in the past.

Field	Action Required						
K DLL	Select the appropriate option for the DLL (Dual Language Learner) indicator from the drop-down list: <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>If the student speaks multiple languages</td> </tr> <tr> <td>No</td> <td>If the student speaks only one language</td> </tr> </tbody> </table>	Select	Description	Yes	If the student speaks multiple languages	No	If the student speaks only one language
Select	Description						
Yes	If the student speaks multiple languages						
No	If the student speaks only one language						
L IEP	Select the appropriate option for the IEP (Individual Education Plan) from the drop-down list: <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>If an IEP is in place for the student</td> </tr> <tr> <td>No</td> <td>If the student does not have an IEP</td> </tr> </tbody> </table>	Select	Description	Yes	If an IEP is in place for the student	No	If the student does not have an IEP
Select	Description						
Yes	If an IEP is in place for the student						
No	If the student does not have an IEP						
M Funding	Select the Class Funding Source from the drop-down list: <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Blended</td> <td>If the class receives both Head Start and Pre-K funding</td> </tr> <tr> <td>Lottery</td> <td>If the class only receives Pre-K funding</td> </tr> </tbody> </table>	Select	Description	Blended	If the class receives both Head Start and Pre-K funding	Lottery	If the class only receives Pre-K funding
Select	Description						
Blended	If the class receives both Head Start and Pre-K funding						
Lottery	If the class only receives Pre-K funding						
N Ethnicity	Select the student's ethnicity from the drop-down list: <input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino <input type="checkbox"/> Information not provided						
O Race	From the Race choices displayed, select all values that apply to this student: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> White <input type="checkbox"/> Information not provided						

Important

The Gender, Multiple Birth, and IEP fields are links that you can click on to easily change to the correct value since they do not impact your payment.

To change Gender, Multiple Birth, or IEP, click on the hyperlinked value. The field menu opens.



Select the correct value and click  to save the change.

Field	Action Required
P Parent/Guardian Last Name	Enter the last name of the student’s Parent or Guardian (mother preferred if available).
Q Parent/Guardian First Name	Enter the first name of the student’s Parent or Guardian (mother preferred if available).
R Relationship	From the drop-down list, select the appropriate relationship of the Parent or Guardian to the student: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandparent <input type="checkbox"/> Guardian

Important

Entering the Parent or Guardian information is optional; however, completion of all three fields becomes mandatory if data is populated in one of the fields. For example, if the Parent/Guardians first name is entered, then their last name and the relationship to the student must also be provided.

Field	Action Required
S Begin Date in Class	Enter the student’s first day in the Pre-K class using the format “MM/DD/YYYY”. <ul style="list-style-type: none"> The Begin Date cannot be on or prior to the Count Date of the previous Roster. For Roster 1, the Begin Date cannot be prior to August 1st. The Begin Date cannot be after the Count Date of the current roster.
T End Date in Class	If applicable, enter the student's last day in the Pre-K class using the format “MM/DD/YYYY”. <ul style="list-style-type: none"> <u>This date should only be entered if the student has un-enrolled from the class.</u> The End Date cannot be after the count date of the current roster. The End Date cannot be a future date.

8. Click .

9. Click the  button to return to the Roster Class List or click  to enter another student onto the roster.

II

If you entered students via the online process, proceed to [Submitting Your Completed Roster to Decal](#) (page 34) for instructions on how to submit your roster.

Entering Students via the Upload Process

Typically, the upload process is used by Providers with multiple sites/classes, but it can also be a time-saver for those who have only one site/class. Using the upload process is a key advantage because the files can be created outside of PANDA prior to the date Roster Cycle 1 opens for entry. DECAL recommends that (1) a separate file be created for each site within your program and (2) the separate file should include all students for all classes at that site. If you have a large number of classes at one site, please consider creating a separate file for each class.

The upload process is only applicable to the first roster cycle of the school year. To enter additional students after the upload, add them manually using the online process described earlier in this document.

Important

All Public schools using Infinite Campus, PowerSchool, or ASPEN are expected to obtain and upload the pre-populated files available to them. **DO NOT** manually type the student data into the Decal template.

The upload process consists of two steps:

1. Create student upload file(s) for each Site by using **one** of the following templates:
 - the DECAL template from the agency's website (http://www.decal.ga.gov/documents/attachments/Student_Roster_Template.xls)
 - the pre-populated template from Infinite Campus
 - the pre-populated template from PowerSchool
 - the pre-populated template from ASPEN
2. Upload the completed student roster file(s) and resolve any errors.

Separate instructions are given below based on whether you are manually populating the DECAL template or whether you are using a pre-populated template from your data vendor. The instructions are different for each method, so be sure to follow the section below that is appropriate for your specific program.

- If using the **DECAL template**, please proceed to page 13.
- If your school system uses **Infinite Campus**, please proceed to page 19.
- If your school system uses **PowerSchool**, please proceed to page 22.
- If your school system uses **ASPEN**, please proceed to page 26.

The pre-populated templates are currently only applicable to public schools who use Infinite Campus, PowerSchool, or ASPEN as their data vendor.

Creating an Upload File Using the DECAL Template

1. On the Panda home page, scroll down to the **Panda Resources** section and click on **Click here**.
2. Select the **PANDA Student Roster Template** option from the Document List.
 - (a) Save the .xls file to a folder on your computer.
 - (b) **You will need to download the current template at the beginning of each school year.**
3. Double-click on the .xls file you just saved, which will launch Microsoft Excel.
4. Follow the instructions shown in the header rows highlighted in red and begin entering your data on line 8 of the excel worksheet.

Important

If you are populate the template in advance of the school year with students chosen in the lottery, remember you **must** remove any students who were no-shows prior to uploading your file to PANDA. When uploaded, the file should **only** include students who were physically in attendance for 1 day or more.

5	Site ID (required)	Class # (required)	Student Lastname (copy from birth certificate) (required)	Student Firstname (copy from birth certificate) (required)	Student SSN (do not enter dashes)	Student SSN Enter Student's SSN w/o the dashes. NOTE: If the SSN begins with a '0', precede the SSN with a single quote so that Excel will not drop the leading zero(es). I.e. '012345678.
6	123456	123456	Duck	Donald	111223333	
7	123456	123456	Mouse	Minnie		
8	6140	72338	Bell	Tinker		

As you tab through each column, a popup will be displayed clarifying what each column represents. Where applicable, a dropdown has been added for a column if there is a restricted list of valid values allowed. **You will need to verify your Site ID and Class ID values each year, as the Class ID values change each school year.**

The columns included in the template are listed below:

Column – Field	Action Required
A – Site ID	Enter the Site ID for the class you are uploading. <ol style="list-style-type: none"> (a) To verify your Site ID, go to Panda and click on Pre-K, Rosters, and then View/Edit Roster. (b) On the Provider Site List page displayed, scroll to your County/Site Name to locate the Site ID.

Pre-K

Enter Application

Aff. Lawful Presence Pre-K

Edit Company Profile

Rosters

View/Edit Roster

View Roster Upload Status

Search Child

Waiting List

Payments

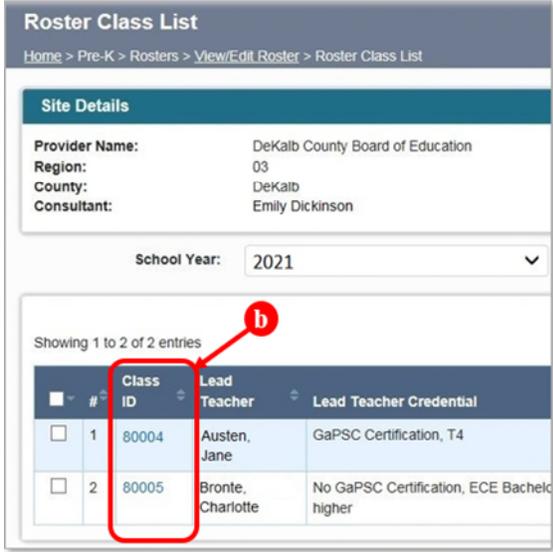
Recon Form

CLASS Observation

To submit rosters for a site, click inside the white box to the left of the Roster Updates Complete to be submitted.

Showing 1 to 74 of 74 entries

	#	County	Site ID	Site Name	Site Address
<input type="checkbox"/>	1	DeKalb	6501	Avalon Elementary	659 Allgood Rd.
<input type="checkbox"/>	2	DeKalb	6545	Bright from the Start Academy	2968 Cravenridge Dr. NE

Column – Field	Action Required
<p>B – Class #</p>	<p>Enter the Class ID.</p> <p>(a) To determine your Class ID, click on your Site Name.</p> <p>(b) The Class List page displays the Class IDs for each class at that Site.</p> 
<p>C – Student Last name</p>	<p>Enter the student’s Last Name exactly as it appears on their birth certificate. 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).</p>
<p>D – Student First name</p>	<p>Enter the student’s First Name exactly as it appears on their birth certificate. 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.).</p>
<p>E – Student SSN</p>	<p>Enter the student’s SSN (Social Security Number) using the format “123456789” without dashes. It will be encrypted in the system to ensure data security.</p> <ul style="list-style-type: none"> • If the SSN has a leading zero, you will need to precede the value entered with an apostrophe (i.e., ‘012345678). Otherwise, Excel will drop the leading zero(es) and the record will be flagged as an error in the upload for being less than 9 digits. • Please verify that each student’s SSN was entered correctly. • If the SSN is omitted, a waiver signed by the parent/guardian is required to be on file at the site and will need to be provided to DECAL upon request if needed. <p>Note: If you are a public school district and have already assigned a ‘999’ pseudo-social, leave this field blank and be sure to populate the waiver information into Columns S and T.</p>
<p>F – Student Gender</p>	<p>Select the student’s gender from the dropdown:</p> <p><input type="checkbox"/> M = Male <input type="checkbox"/> F = Female</p>
<p>G – Student DOB</p>	<p>Enter the student’s Date of Birth exactly as it appears on their birth certificate using the format “MM/DD/YYYY”.</p>

Column – Field	Action Required												
H – Birth Indicator	<p>From the Multiple Birth drop-down list, select whether the student is from a single birth, twins, or a higher-order multiples (triplets or more) birth.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>If the child was born from a single birth</td> </tr> <tr> <td>2</td> <td>If the child was born from a twin birth</td> </tr> <tr> <td>3</td> <td>If the child was born from a triplet birth</td> </tr> <tr> <td>4</td> <td>If the child was born from a quadruplet birth</td> </tr> <tr> <td>5</td> <td>If the child was born from a quintuplet birth</td> </tr> </tbody> </table> <p>For example, if John and Sally are twins, both would have “2” selected for Multiple Birth.</p>	Select	Description	1	If the child was born from a single birth	2	If the child was born from a twin birth	3	If the child was born from a triplet birth	4	If the child was born from a quadruplet birth	5	If the child was born from a quintuplet birth
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I – Socio/Economic	<p>Select the appropriate Socio-Economic indicator from the drop-down.</p> <p><input type="checkbox"/> Category 1 Select this option if the child and/or child’s family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file.</p> <p><input type="checkbox"/> Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility.</p>												
J – Transportation	<p>Select the student’s Transportation indicator from the drop-down list. If the Center transports the child to and from Pre-K, select Yes.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>												
K – Ethnicity	<p>Select the student’s ethnicity from the drop-down:</p> <p><input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> Not Hispanic/Latino</p>												
L – Dual Language Learner Indicator	<p>Select the appropriate option from the DLL (Dual Language Learner) indicator from the drop-down list:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>If the student speaks multiple languages</td> </tr> <tr> <td>No</td> <td>If the student speaks only one language</td> </tr> </tbody> </table>	Select	Description	Yes	If the student speaks multiple languages	No	If the student speaks only one language						
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Yes	If the student speaks multiple languages												
No	If the student speaks only one language												
M – IEP	<p>Select the appropriate option for the IEP (Individual Education Plan) from the drop-down list:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>If an IEP is in place for the student</td> </tr> <tr> <td>No</td> <td>If the student does not have an IEP</td> </tr> </tbody> </table>	Select	Description	Yes	If an IEP is in place for the student	No	If the student does not have an IEP						
Select	Description												
Yes	If an IEP is in place for the student												
No	If the student does not have an IEP												
N – Funding	<p>Select the Class Funding Source from the drop-down list:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Blended</td> <td>If the class receives both Head Start and Pre-K funding</td> </tr> <tr> <td>Lottery</td> <td>If the class only receives Pre-K funding</td> </tr> </tbody> </table>	Select	Description	Blended	If the class receives both Head Start and Pre-K funding	Lottery	If the class only receives Pre-K funding						
Select	Description												
Blended	If the class receives both Head Start and Pre-K funding												
Lottery	If the class only receives Pre-K funding												
O – Begin Date	<p>Enter the student’s first day in the Pre-K class using the format “MM/DD/YYYY”.</p> <ul style="list-style-type: none"> The Begin Date cannot be on or prior to the Count Date of the previous 												

Column – Field	Action Required												
	<p>Roster.</p> <ul style="list-style-type: none"> For Roster 1, the Begin Date cannot be prior to August 1st. The Begin Date cannot be after the Count Date of the current roster. 												
P – End Date	<p>If applicable, enter the student's last day in the Pre-K class using the format “MM/DD/YYYY”.</p> <ul style="list-style-type: none"> <u>This date should only be entered if the student has un-enrolled from the class.</u> The End Date cannot be after the count date of the current roster. The End Date cannot be a future date. 												
Q – Middle Name	<p>Enter the student’s full middle name exactly as it appears on their birth certificate. Hyphens, apostrophes, and periods may be included. If the student does not have a Middle Name, enter <i>NMN</i> to represent No Middle Name. This indicates you have verified there is not a middle name listed on the student’s birth certificate.</p>												
R – Name Suffix	<p>If applicable, select the appropriate Jr, II, III, IV, etc. value from the drop-down list.</p>												
S – Waiver Reason Code	<p>If the Student’s SSN was not provided, enter the Waiver Reason Code (e.g., 1, 2, 3 ...) that corresponds with the reason selected by the Parent on the Social Security Number Information Form.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>I need help in obtaining an SSN.</td> </tr> <tr> <td>2</td> <td>I need help replacing a lost SSN.</td> </tr> <tr> <td>3</td> <td>I am awaiting a replacement SSN and will provide when it arrives.</td> </tr> <tr> <td>4</td> <td>I forgot to bring the SSN and will provide within 30 days.</td> </tr> <tr> <td>5</td> <td>I choose not to provide the SSN because</td> </tr> </tbody> </table>	Select	Description	1	I need help in obtaining an SSN.	2	I need help replacing a lost SSN.	3	I am awaiting a replacement SSN and will provide when it arrives.	4	I forgot to bring the SSN and will provide within 30 days.	5	I choose not to provide the SSN because
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5	I choose not to provide the SSN because												
T – Waiver Reason Detail	<p>If the Waiver Reason Code = 5, enter the Waiver Reason Detail which is the handwritten reason given by the Parent on the Social Security Number Information Form.</p> <p>Note: Do not enter any commas into this field.</p>												
U – American Indian or Alaskan Native	<p>Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of American Indian/Alaskan Native is applicable to this student.</p>												
V – Asian	<p>Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of Asian is applicable to this student.</p>												
W – Black or African American	<p>Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of Black or African American is applicable to this student.</p>												
X – Native Hawaiian or Other Pacific Islander	<p>Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of Native Hawaiian or Other Pacific Islander is applicable to this student.</p>												
Y – White	<p>Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of White is applicable to this student.</p>												

Important

For each student entered, select **Y** for at least one of the race values located in columns U-Y. Should it be necessary, you may indicate **Y** for as many races as are applicable for the student.

Column – Field	Action Required
Z – GTID	Leave Column Z blank. Do not manually enter the student’s 10 digit GTID. This field is only included in the template so that the file format will match the pre-populated files generated by Infinite Campus, Pearson PowerSchool, or ASPEN.
AA – Parent/ Guardian First Name	Enter the first name of the student’s Parent or Guardian (mother preferred if available).
AB – Parent/ Guardian Last Name	Enter the last name of the student’s Parent or Guardian (mother preferred if available).
AC – Relationship	From the drop-down list, select the appropriate relationship of the parent or guardian to the student: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Grandparent <input type="checkbox"/> Guardian

Important

Entering the parents or guardian’s information in columns AA - AC is optional; however, completion of all three becomes mandatory if data is populated in one of the fields. For example, if the Parent/Guardians first name is entered, then their last name and the relationship to the student must also be provided.

- Repeat step 3 for each student until all students for the respective Site have been entered.

Note: You can edit your .xls file as many times as needed.

- Once your entry of the student data is complete/accurate, follow the instructions included at the top of the DECAL template to delete the red and yellow highlighted rows so that your first student becomes the first row in the 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

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

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

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

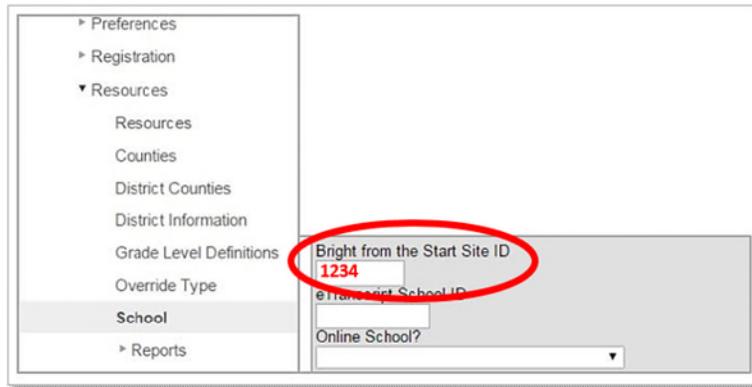
Important

Each time you modify the .xls file, you need to repeat Step 6 and resave the file to BOTH the .xls and the .csv formats to keep them in sync. Use the .xls version for editing and the .csv version for uploading. If you edit the .csv file, it will drop the column attributes defined in the .xls template (e.g., the leading zeroes will be dropped from the SSN). This will result in formatting errors the next time you try to upload the .csv file.

If you used the DECAL template, you can now skip to section – [Uploading Your Completed Student Roster Files](#) (page 30) – for instructions on how to upload your .csv file.

Creating an Upload File Using the Pre-Populated LSS File from Infinite Campus

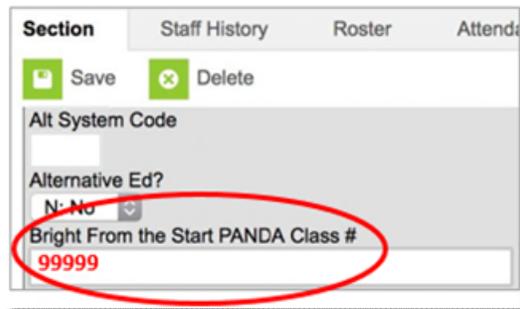
1. In Infinite Campus, navigate to **System Administration > Resources > School**. Select the appropriate School and enter the Site ID.



To verify your Site ID, go to Panda and do the following:

- (a) Click on **Pre-K, Rosters**, and then **View/Edit Roster**.
- (b) On the Provider Site List displayed, scroll to your County/Site Name to locate your Site ID.

2. 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**. *Bright from the Start Panda Class #* is on the Section tab.



To determine your Class ID, do the following on the View/Edit Roster page:

- Click on your **Site Name**.
- The Class List page displays the Class IDs for each class at that Site.

Note: You will need to verify your Class ID values each year, as the Class ID values change each school year.

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

Important

Enter the data into Infinite Campus directly instead of attempting to populate the downloaded extract.

Column – Field	Action Required												
Birth Indicator	<p>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.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>If the child was born from a single birth</td> </tr> <tr> <td>2</td> <td>If the child was born from a twin birth</td> </tr> <tr> <td>3</td> <td>If the child was born from a triplet birth</td> </tr> <tr> <td>4</td> <td>If the child was born from a quadruplet birth</td> </tr> </tbody> </table>	Select	Description	1	If the child was born from a single birth	2	If the child was born from a twin birth	3	If the child was born from a triplet birth	4	If the child was born from a quadruplet birth		
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Socio/Economic	<p>Select the appropriate Socio-Economic indicator from the drop-down.</p> <p><input type="checkbox"/> Category 1 Select this option if the child and/or child’s family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file.</p> <p><input type="checkbox"/> Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility.</p>												
Transportation	<p>If the center transports the student to and from Pre-K, select Yes from the Transportation drop-down list. If the student is not transported by the Center, select No.</p>												
Funding	<p>Verify that the Class Funding Source displayed is correct and edit this field if needed.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Blended</td> <td>If the class receives both Head Start and Pre-K funding</td> </tr> <tr> <td>Lottery</td> <td>If the class only receives Pre-K funding</td> </tr> </tbody> </table>	Select	Description	Blended	If the class receives both Head Start and Pre-K funding	Lottery	If the class only receives Pre-K funding						
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Waiver Reason Code	<p>If the Student’s SSN was not provided, enter the Waiver Reason Code (e.g., 1, 2, 3 ...) that corresponds with the reason selected by the Parent on the Social Security Number Information Form.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>I need help in obtaining an SSN.</td> </tr> <tr> <td>2</td> <td>I need help replacing a lost SSN.</td> </tr> <tr> <td>3</td> <td>I am awaiting a replacement SSN and will provide when it arrives.</td> </tr> <tr> <td>4</td> <td>I forgot to bring the SSN and will provide within 30 days.</td> </tr> <tr> <td>5</td> <td>I choose not to provide the SSN because</td> </tr> </tbody> </table>	Select	Description	1	I need help in obtaining an SSN.	2	I need help replacing a lost SSN.	3	I am awaiting a replacement SSN and will provide when it arrives.	4	I forgot to bring the SSN and will provide within 30 days.	5	I choose not to provide the SSN because
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Waiver Reason Detail	<p>If the Waiver Reason Code = 5, enter the Waiver Reason Detail which is the handwritten reason given by the Parent on the Social Security Number Information Form.</p>												

4. Repeat step 3 for each Pre-K student in attendance.

5. Once you have completed populating the Pre-K fields for each student, proceed to download the Bright from the Start extract for each of your Pre-K sites.
 - Navigate to **GA State Reporting > Bright from the Start Extract**.
 - Select the desired school(s) and click **Download**.
6. Save each csv file to a folder on your computer using the following suggested naming convention <schoolname>_StudentRoster_<mmddyyyy>.csv. Example: *Idlewood_StudentRoster_08142015.csv*

DO NOT open the file in Excel prior to saving it to your computer.

7. If desired, you may double-click on the .csv file you just saved, launching Microsoft Excel, so that you can easily verify that all columns are populated and that the correct students are shown and are associated with the correct PANDA Site ID and Class ID.
 - **ONLY VIEW THE FILE IN EXCEL.**
 - **DO NOT SAVE THE FILE IN EXCEL** as this will cause all leading zeroes to be dropped from the student's SSNs triggering records to error out in the upload process.

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 1-4. It is preferred that the Pre-K data be entered into Infinite Campus rather than manually entering it into the extracted files.

X

DO NOT edit the saved .csv files.



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

- ① Go back to Infinite Campus and correct the data entry(s) (steps 3 and 4)
- ② Generate a new extract file (steps 5 and 6)

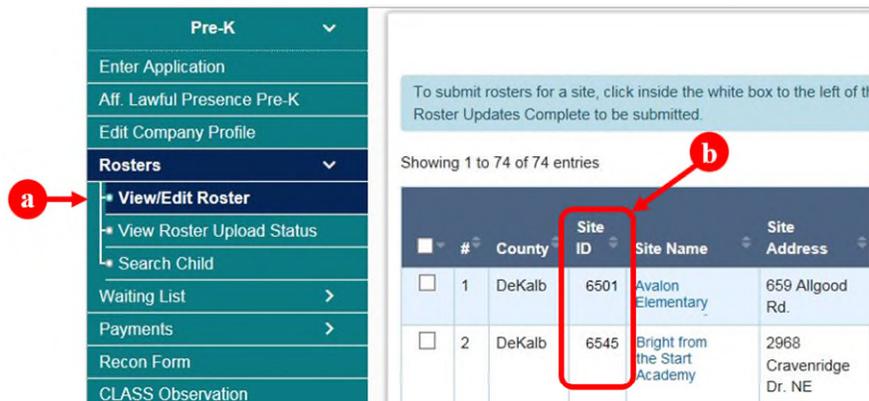
8. Once your data is accurate and complete, you are ready to upload the file(s) to PANDA. Proceed to the section – [Uploading Your Completed Student Roster Files](#) (page 30).

Note: Because the prepopulated files from LSS are already in CSV format, there is no longer a need to maintain both the XLS and CSV file versions as required when using the DECAL template due to the prepopulated LSS file containing built-in data validations.

Creating an Upload File Using the Pre-Populated LSS File from PowerSchool

1. Provide the PowerSchool Administrator for your district with the PANDA Site IDs for your District. They will need to setup the sites on the District page in PowerSchool before the Early Care and Learning Pre-K Extract Report (i.e., your pre-populated roster files) can be generated.

a) To verify your Site ID, go to Panda and click on **Pre-K, Rosters**, and then **View/Edit Roster**.



b) On the Provider Site List displayed, scroll to your County/Site Name to locate your Site ID.

2. Ask the PowerSchool Administrator to ensure that your PowerSchool login has 'edit' access, enabling you to enter the Pre-K specific fields detailed below for each of your Pre-K students. This data should be entered into PowerSchool **BEFORE** the pre-populated files are generated.

Important

If someone besides you will be the one entering the Pre-K student data into PowerSchool, such as a School Level Data Clerk, please be sure to provide them with the Roster Information Form for each student.



Also, be aware that sometimes a parent will provide the Student's SSN on the Roster Information Form even though they may not have previously provided it on any other school forms. If the SSN is present on the Pre-K form, please verify that it has been entered into PowerSchool.

3. Populate the specific Pre-K fields listed below into PowerSchool for each student:

The screenshot shows the 'Pre-K Information' form in PowerSchool. The form contains the following fields:

- PANDA Class Id:
- Pre-K Program Code:
- Multiple Birth Indicator:
- Dual Language Learner:
- Socio Economic Indicator:
- Transportation will be provided:
- Waiver Reason Code:
- Waiver Reason Detail:

A 'Submit' button is located at the bottom right of the form.

Field	Action Required										
Panda Class ID	<p>Enter the PANDA Class ID.</p> <p>(a) Go to Panda and click on Pre-K, Rosters, and then View/Edit Roster.</p> <p>(b) To determine your Class ID, click on your Site Name.</p> <p>(c) The Class List Page displays the Class IDs for each class at that Site.</p>  <p>Note: You will need to verify your Class ID values each year, as <u>the Class ID values change each school year</u>.</p>										
Pre-K Program Code	<p>Select the appropriate Pre-K Program Code from the dropdown. This represents what is known as the Class Funding Source in PANDA.</p> <table border="1" data-bbox="435 800 1263 926"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Blended</td> <td>If the class receives both Head Start and Pre-K funding</td> </tr> <tr> <td>Lottery</td> <td>If the class only receives Pre-K funding</td> </tr> </tbody> </table>	Select	Description	Blended	If the class receives both Head Start and Pre-K funding	Lottery	If the class only receives Pre-K funding				
Select	Description										
Blended	If the class receives both Head Start and Pre-K funding										
Lottery	If the class only receives Pre-K funding										
Multiple Birth Value	<p>If the child is from a single birth, twin, or higher-order multiple birth, select the number of children from the Multiple Birth drop-down list.</p> <table border="1" data-bbox="435 1035 1138 1251"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>If the child was born from a single birth</td> </tr> <tr> <td>2</td> <td>If the child was born from a twin birth</td> </tr> <tr> <td>3</td> <td>If the child was born from a triplet birth</td> </tr> <tr> <td>4</td> <td>If the child was born from a quadruplet birth</td> </tr> </tbody> </table>	Select	Description	1	If the child was born from a single birth	2	If the child was born from a twin birth	3	If the child was born from a triplet birth	4	If the child was born from a quadruplet birth
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3	If the child was born from a triplet birth										
4	If the child was born from a quadruplet birth										
Dual Language Learner	<p>Check the Dual Language Learner checkbox if English is not the student's primary language; otherwise, leave the checkbox 'blank'.</p>										
Socio Economic Indicator	<p>Select the appropriate Socio-Economic indicator from the drop-down.</p> <p><input type="checkbox"/> Category 1 Select this option if the child and/or child's family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file.</p> <p><input type="checkbox"/> Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility.</p>										
Transportation will be provided	<p>Check the Transportation checkbox if the Center transports the student to and from Pre-K; otherwise, leave the checkbox 'blank'.</p>										

Field	Action Required												
Waiver Reason Code	<p>If the Student's SSN was not provided and entered into PowerSchool, select the Waiver Reason Code (e.g., 1, 2, 3 ...) that corresponds with the reason selected by the Parent on the Social Security Number Information Form:</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>I need help in obtaining an SSN.</td> </tr> <tr> <td>2</td> <td>I need help replacing a lost SSN.</td> </tr> <tr> <td>3</td> <td>I am awaiting a replacement SSN and will provide when it arrives.</td> </tr> <tr> <td>4</td> <td>I forgot to bring the SSN and will provide within 30 days.</td> </tr> <tr> <td>5</td> <td>I choose not to provide the SSN because</td> </tr> </tbody> </table>	Select	Description	1	I need help in obtaining an SSN.	2	I need help replacing a lost SSN.	3	I am awaiting a replacement SSN and will provide when it arrives.	4	I forgot to bring the SSN and will provide within 30 days.	5	I choose not to provide the SSN because
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Waiver Reason Detail	If the Waiver Reason Code = 5, enter the Waiver Reason Detail which is the handwritten reason given by the Parent on the Social Security Number Information Form.												

4. Repeat step 3 for each Pre-K student in attendance.
5. From the report's menu available in PowerSchool, request the Early Care and Learning PK Extract Report for each of your Pre-K sites.
 - a) Please reach out to your PowerSchool Administrator if you need assistance.
 - b) Save each csv file to a folder on your computer using the following suggested naming convention <schoolname>_StudentRoster_<mmddyyyy>.csv. Example: *Idlewood_StudentRoster_08142015.csv* as the file name.

DO NOT open the file in Excel prior to saving it to your computer.

6. If desired, you may double-click on the .csv file you just saved, launching Microsoft Excel, so that you can easily verify that all columns are populated and that the correct students are shown and are associated with the correct PANDA Site ID and Class ID.
 - a) **ONLY VIEW THE FILE IN EXCEL.**
 - b) **DO NOT SAVE THE FILE IN EXCEL** as this will cause all leading zeroes to be dropped from the student's SSNs triggering records to error out in the upload process.

Important

If the Pre-K specific data fields outlined above were NOT entered into PowerSchool, you will need to go back and complete steps 2-4. It is preferred that the Pre-K data be entered into PowerSchool rather than manually entering the data into the extracted files.

X

DO NOT edit the saved .csv files.



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

- 1 Go back to PowerSchool and correct the data entry(s) (steps 3 and 4)
- 2 Generate a new extract file (steps 5 and 6)

7. Once your files are accurate and complete, you are ready to upload them to PANDA. Proceed to the next section – [Upload Your Completed Student Roster Files](#) (page 30).

Note: Because the prepopulated files from LSS are already in CSV format, there is no longer a need to maintain both the XLS and CSV file versions as required when using the DECAL template due to the prepopulated LSS file containing built-in data validations.

Creating an Upload File Using the Pre-Populated LSS File from ASPEN

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

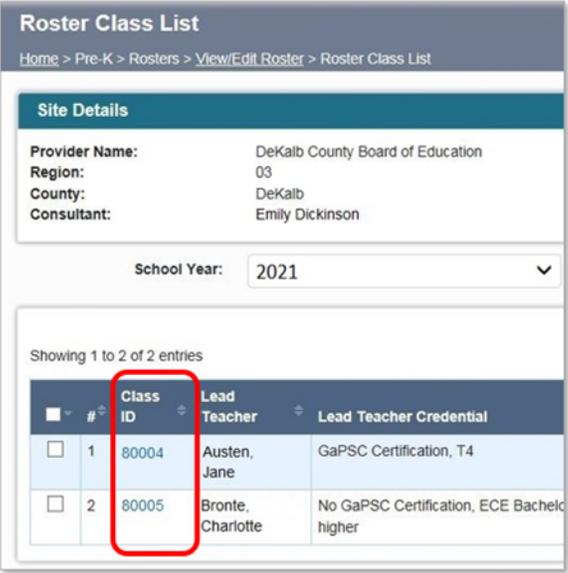
Reference Tables :: Person Relationship Codes

SeqNo	Code	Description	State
0	Mother	Mother	Mother
0	Foster Father	Foster Father	Guardian
0	Foster Mother	Foster Mother	Guardian
0	Foster Parents	Foster parents	Guardian
0	Guardian	Guardian	Guardian
0	Grand Father	Grand Father	Grandparent
0	Grand Mother	Grand Mother	Grandparent
0	Grand Parent	Grand Parent	Grandparent
0	Father	Father	Father

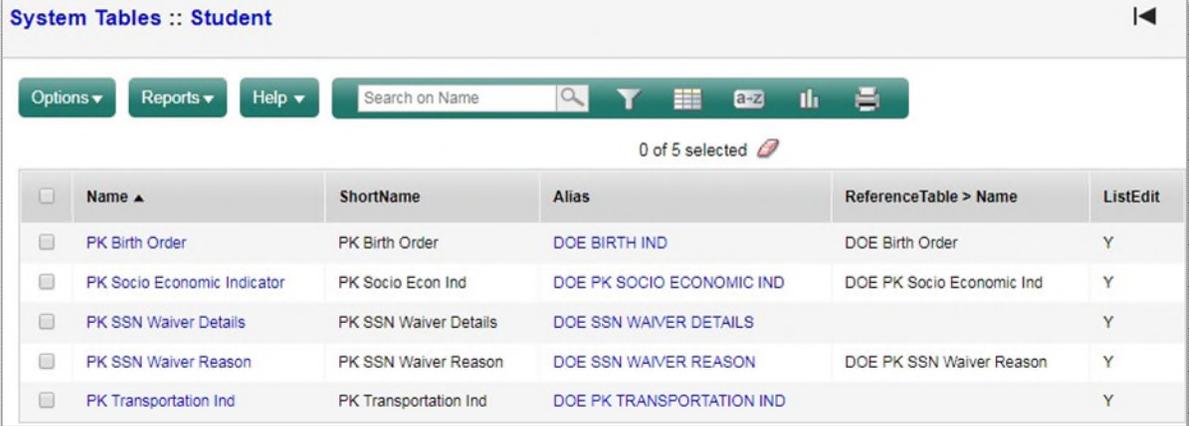
2. Have your ASPEN district coordinator ensure that the School table has the correct PANDA Site ID values and that the Schedule Master table has the correct PANDA Class ID values for our location. The Site IDs remain the same each year, but please note that a new Class ID is assigned each year when a class is funded.

The Site ID and Class ID values can be found in PANDA on the View/Edit Roster screens as shown below:

Value	Action Required in PANDA
Site ID	<p>(a) Click on Pre-K, Rosters, and then View/Edit Roster.</p> <p>(b) On the Provider Site List page displayed, scroll to your County/Site Name to locate the Site ID.</p>

Value	Action Required in PANDA
Class ID	<p>(a) On the View/Edit Roster page, click on your Site Name.</p> <p>(b) The Class List page displays the Class IDs for each class at that Site.</p> 

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



Name	ShortName	Alias	ReferenceTable > Name	ListEdit
PK Birth Order	PK Birth Order	DOE BIRTH IND	DOE Birth Order	Y
PK Socio Economic Indicator	PK Socio Econ Ind	DOE PK SOCIO ECONOMIC IND	DOE PK Socio Economic Ind	Y
PK SSN Waiver Details	PK SSN Waiver Details	DOE SSN WAIVER DETAILS		Y
PK SSN Waiver Reason	PK SSN Waiver Reason	DOE SSN WAIVER REASON	DOE PK SSN Waiver Reason	Y
PK Transportation Ind	PK Transportation Ind	DOE PK TRANSPORTATION IND		Y

All of the data fields have been created with List Edit ability, so users can easily update the student data using list view if desired.

Column – Field	Action Required										
Birth Indicator	<p>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.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>If the child was born from a single birth</td> </tr> <tr> <td>2</td> <td>If the child was born from a twin birth</td> </tr> <tr> <td>3</td> <td>If the child was born from a triplet birth</td> </tr> <tr> <td>4</td> <td>If the child was born from a quadruplet birth</td> </tr> </tbody> </table>	Select	Description	1	If the child was born from a single birth	2	If the child was born from a twin birth	3	If the child was born from a triplet birth	4	If the child was born from a quadruplet birth
Select	Description										
1	If the child was born from a single birth										
2	If the child was born from a twin birth										
3	If the child was born from a triplet birth										
4	If the child was born from a quadruplet birth										
Socio/Economic	<p>Select the appropriate Socio-Economic indicator from the drop-down.</p> <p><input type="checkbox"/> Category 1 Select this option if the child and/or child’s family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent</p>										

Column – Field	Action Required												
	<p>Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file.</p> <p><input type="checkbox"/> Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility.</p>												
Transportation	If the center transports the student to and from Pre-K, select Yes from the Transportation drop-down list. If the student is not transported by the Center, select No .												
Funding	<p>Verify that the Class Funding Source displayed is correct and edit this field if needed.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Blended</td> <td>If the class receives both Head Start and Pre-K funding</td> </tr> <tr> <td>Lottery</td> <td>If the class only receives Pre-K funding</td> </tr> </tbody> </table>	Select	Description	Blended	If the class receives both Head Start and Pre-K funding	Lottery	If the class only receives Pre-K funding						
Select	Description												
Blended	If the class receives both Head Start and Pre-K funding												
Lottery	If the class only receives Pre-K funding												
Waiver Reason Code	<p>If the Student’s SSN was not provided, enter the Waiver Reason Code (e.g., 1, 2, 3 ...) that corresponds with the reason selected by the Parent on the Social Security Number Information Form.</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>I need help in obtaining an SSN.</td> </tr> <tr> <td>2</td> <td>I need help replacing a lost SSN.</td> </tr> <tr> <td>3</td> <td>I am awaiting a replacement SSN and will provide when it arrives.</td> </tr> <tr> <td>4</td> <td>I forgot to bring the SSN and will provide within 30 days.</td> </tr> <tr> <td>5</td> <td>I choose not to provide the SSN because ...</td> </tr> </tbody> </table>	Select	Description	1	I need help in obtaining an SSN.	2	I need help replacing a lost SSN.	3	I am awaiting a replacement SSN and will provide when it arrives.	4	I forgot to bring the SSN and will provide within 30 days.	5	I choose not to provide the SSN because ...
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3	I am awaiting a replacement SSN and will provide when it arrives.												
4	I forgot to bring the SSN and will provide within 30 days.												
5	I choose not to provide the SSN because ...												
Waiver Reason Detail	If the Waiver Reason Code = 5, enter the Waiver Reason Detail which is the handwritten reason given by the Parent on the Social Security Number Information Form.												

4. Repeat step 3 for each Pre-K student in attendance.
5. Once you have completed populating the Pre-K fields for each student, proceed to download the GA PANDA Roster Export. We recommend pulling a separate export for each Site within your district.
6. Save each csv file to a folder on your computer using the following suggested naming convention <schoolname>_StudentRoster_<mmddyyyy>.csv. Example: *Idlewood_StudentRoster_08142015.csv*

DO NOT open the file in Excel prior to saving it to your computer.

7. If desired, you may double-click on the .csv file you just saved, launching Microsoft Excel, so that you can easily verify that all columns are populated and that the correct students are shown and are associated with the correct PANDA Site ID and Class ID.
 - **ONLY VIEW THE FILE IN EXCEL.**
 - **DO NOT SAVE THE FILE IN EXCEL** as this will cause all leading zeroes to be dropped from the student’s SSNs triggering records to error out in the upload process.

Important

If the Pre-K specific data fields outlined above were NOT entered into ASPEN, you will need to go back and complete steps 3 and 4. It is preferred that the Pre-K data be entered into ASPEN directly rather than manually entering the data into the extracted files.

X

DO NOT edit the saved .csv files.



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

- 1 Go back to ASPEN and correct the data entry(s) (steps 3 and 4)
- 2 Generate a new extract file (steps 5 and 6)

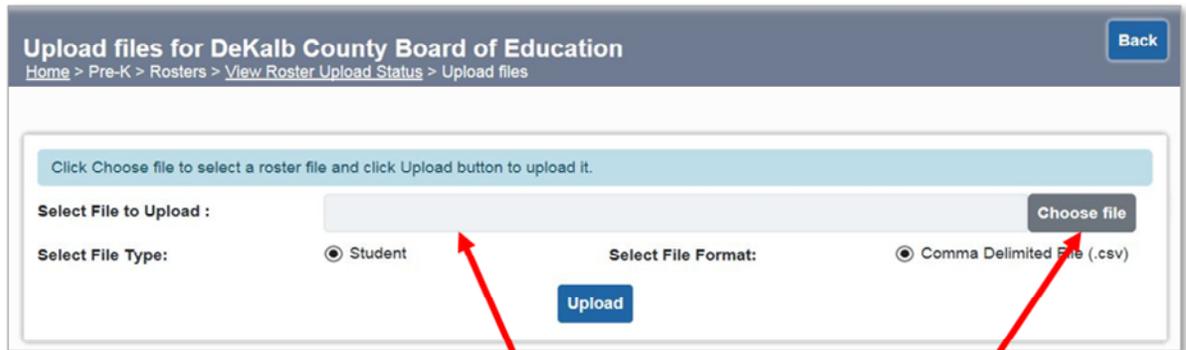
-
8. Once your data is accurate and complete, you are ready to upload the file(s) to PANDA. Proceed to the section – [Uploading Your Completed Student Roster Files](#) (page 30).

Note: Because the prepopulated files from ASPEN are already in CSV format, there is no longer a need to maintain both the XLS and CSV file versions as required when using the DECAL template due to the prepopulated LSS file containing built-in data validations.

Uploading Your Completed Student Roster Files

When your upload file(s) are ready, complete the following steps to upload your student roster data.

1. On PANDA's main menu, click Pre-K, Rosters, and then the **View Roster Upload Status**. The View Upload Status window displays.
2. Click **Upload**.
3. On the **Upload File** window, click on **Choose File** or enter the full path to the desired roster .csv file.



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

4. Click **Upload**.
 - If the specified file was successfully retrieved, PANDA displays a message on the screen that the uploaded file was accepted for processing.
 - If the file was not found or was not a .csv file, an error message will display.
5. Click **Back** to return to the **View Upload Status** screen where you can monitor the progress of the upload by clicking **Search / Refresh**. You will receive e-mails from PANDA confirming when the file was received, if an error occurred, or if records were loaded to the roster.

View Roster Upload Status and Resolve Data Errors

Important

After you upload your roster files to DECAL, you must check the upload status and resolve any data errors. **Failure to resolve the student exceptions will prevent all students from loading to the roster. DO NOT ignore errors or attempt to manually add the missing students.**

To check the status of your upload and resolve potential errors, complete the following steps:

1. On the View Roster Upload Status page, click the **Search / Refresh** button to view the student file upload status.

Select	File ID	Provider	File Name	# Records	Uploaded By	Uploaded On	Date Processed	Upload Status
	12284	DeKalb County Board of Education	Bedrock_studentroster_09122018.csv	22	Skye Blue	9/12/2018 9:46:05 AM	9/12/2018 9:58:31 AM	Upload Exception
	12200	DeKalb County Board of Education	Storybook_studentroster_09112018.csv	22	Skye Blue	9/11/2018 5:36:42 PM	9/11/2018 5:41:15 PM	Save in Progress
	12000	DeKalb County Board of Education	Ponyville_studentroster_09102018.csv	22	Skye Blue	9/10/2018 8:25:14 AM	9/10/2018 8:35:38 AM	Invalid Site Class Combination
	12090	DeKalb County Board of Education	Jolly_studentroster_09102018.csv	22	Skye Blue	9/10/2018 8:25:09 AM	9/10/2018 8:29:21 AM	Total No. of fields in one or all the rows is incorrect. The total must be 26.

The status for all files loaded thus far during Roster 1 of the current school year will display.

2. Continue to click on the **Search/Refresh** button to refresh the information displayed until the file being loaded has completed the validation/upload process.
3. The following table describes the possible status values that may be received during the upload process:

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: <i>The upload process will stop if even just one invalid record is found. You will need to correct your file and upload again.</i>
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.

Upload Status	Description
	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'.

- If you received the **Upload Exception** error, click on the yellow **Select** box next to the File ID to display the **Error Report** screen. Each student that was flagged with an error will be listed.
- Select a student record by clicking the yellow **Select** box next to the student's name.

Error Report Back

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

Details on Uploaded Records:

Provider Name:	DeKalb County Board of Education	Date Uploaded:	9/6/2018 11:21:41 AM
File Name:	BrightStart_studentroster_09062018.csv	Data Errors Found:	Yes
# Error Records:	32	Class level Errors:	0

Student Detail Errors

Showing 1 to 32 of 32 entries Search in Results:

Select	Student Name	Site Name	Class ID	Error Count
<input type="checkbox"/>	Yogi Bear	Avalon Elementary	6501	1
<input type="checkbox"/>	Tinker Bell	Bright from the Start Academy	6545	1
<input type="checkbox"/>	Donald Duck	Avalon Elementary	6501	1
<input type="checkbox"/>	Mickey Mouse	Bright from the Start Academy	6545	1

- The **Student Error Correction** screen displays showing the specific field (s) that contain invalid information.

Student Error Correction Back

Home > Pre-K > Rosters > View/Edit Roster > View Roster Upload Status > Error Report > Student Error Correction

Provider Details

DeKalb County Board of Education

Legal Name: DeKalb County Board of Education
 Address: 131 Disney Lane, Stone Mountain, Georgia 30080
 Phone: (770)768-1122

Save

Data Field	Uploaded Information	Error Description	Correct Information
Last Name	Mouse		
First Name	Mickey		
Middle Name	NMN		
Suffix			
Date of Birth	7/2/2014		
SSN			<input type="text"/>
SSN Waiver Reason		Waiver reason is invalid	<input type="text"/>
Gender	Male		

Note: If you have a small number of students with errors, it will be easier to correct them on the Student Error Correction screen. However, if most of your records have errors, you may find it easier to update your file and perform the upload steps again.

7. Review the student's record and enter your corrections in the **Correct Information** column.
8. Click the  button to save your changes for the student.
9. Click  to return to the **Student Error** report. The corrected student record is no longer listed on the report and the Number of Error Records is reduced by one.
10. Repeat steps **5-8** for each student listed on the **Error Report** screen. When you are finished, return to the **View Upload Status** screen.
11. Click the  button. The upload file status should now show **Save In Progress**, and you are ready to review your roster to confirm all data shown is correct and to click on **Roster Updates Complete**. Once all classes are complete and the Count Date has arrived, you are ready to submit your roster for each Site by following the instructions on the next page.

Important

Once you have successfully uploaded your students, **DO NOT** attempt to upload the file again for the same class or it will wipe out the students already loaded. If you notice a correction is needed to the student data, this should be done via the online screens or by contacting the PANDA Rosters at Panda.Rosters@dec.al.ga.gov.

Submitting Your Completed Roster to DECAL



If you failed to include a student on a roster previously submitted to DECAL, you can add the student onto the next roster; however, you cannot back date the entry to correct the mistake. The Begin Date you enter has to be greater than the Count Date of the prior roster. It is highly recommended that you **carefully review each roster for accuracy** before submitting.

- When you have entered/verified all of the teacher and student data on your roster(s), click the **Roster Updates Complete** button located at the bottom of the Roster Details page.

Note: If there are any errors, a message will appear at the top of the screen. The roster status will not change to **Roster Updates Complete** until the error(s) has been resolved. Note that in some browsers, you may not be able to scroll up to see the popup message. If that occurs, change your zoom level and ensure you have enabled popups.

- Click the **Back** button. The **Roster Class List** screen displays. Notice the roster status field shows **Roster Updates Complete**.

Class #	Class ID	Lead Teacher	Lead Teacher Credential	# Kids Contracted	# Kids Listed	Emailed/Printed On	Roster Status	Validation Status	Waiver Type
1	80004	Austen, Jane	GaPSC Certification, T4	22	22		Roster Updates Complete	No Exceptions	

- Click the **Return to Site List** button to review the roster status for each site. After all classes are marked complete, the site status will display **Roster Updates Complete**. The site can then be submitted beginning on the count date for each roster cycle.
- To submit the site: (a) read the statement below the site(s) information, (b) click the white checkbox to the left of the Site ID, and then (c) click **Continue**.

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.

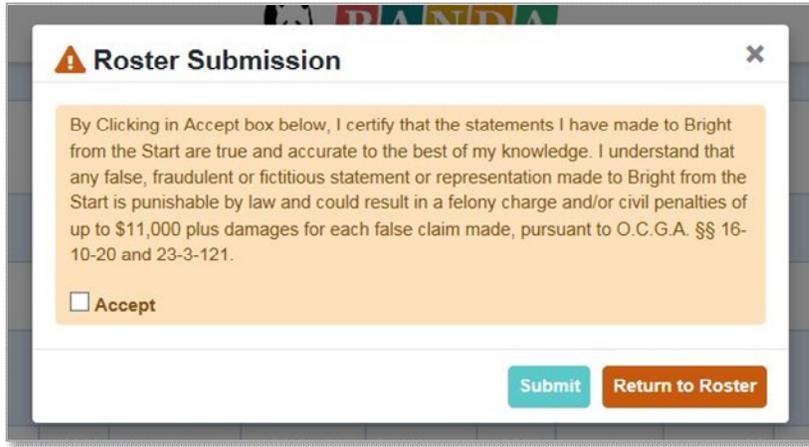
Showing 1 to 74 of 74 entries

Site #	County	Site ID	Site Name	Site Address	City	Zip	# Classes	# Kids Allowed	# Kids Listed	Emailed / Printed On	Roster Status	Validation Status	LVSC Date
51	DeKalb	6501	Avalon Elementary	5447 Sesame Street	Stone Mountain	30083-4576	2	44	44		Roster Updates Complete	No Exceptions	

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.

Continue

5. The following Roster Submission popup screen will be displayed. Read the message very carefully before proceeding.



6. Choose one of the following options:

Select	Condition
Accept	If you concur that all of the data entered is true and accurate to the best of your knowledge, and that you understand any false, fraudulent, or fictitious representation is punishable by law and could result in a felony charge.
Return to Roster	If you are unsure and need to go back and carefully review the data entered – wait to submit until you have verified the data is correct.

7. After selecting **Accept**, complete the submission process by clicking the **Submit** button. The site's **Roster Status** will change to **Submitted**.

You will receive a confirmation e-mail from DECAL to inform you that your roster has been successfully submitted to DECAL. The e-mail will also give you a count of the number of classes that were submitted. If all classes were not submitted, you will need to go back to the roster to see which classes did not submit successfully.

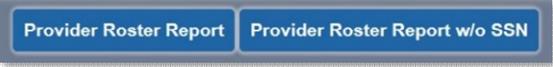
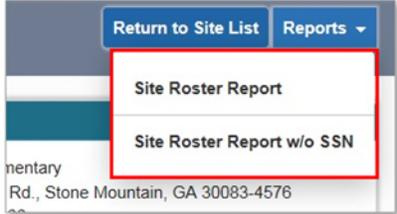
Important

By submitting the roster(s), you are asserting via electronic signature that the information on the roster(s) is true, complete, accurate, and includes all available student and teacher information. Social Security numbers must be entered unless a parent signed waiver is on file.

Printing a PANDA Roster Report

After you finish entering your rosters, you can generate the **PANDA Roster Report**. This report lists the lead teacher, assistant teacher, and students enrolled in each class on the count day.

1. In PANDA, select **View/Edit Roster** and pull up the desired Site or Class.
2. Whether pulling the report at the Provider level, Site level, or individual Class level, each roster screen will display two Print options:

Level	Action Required
Provider	<p>Navigate to the View/Edit Roster window and click on either Provider Roster Report or Provider Roster Reports w/o SSN in the upper right corner.</p> 
Site	<p>Navigate to the View/Edit Roster window and click on the Site Name. The Roster Class List window displays. In the upper right corner, click Reports and select either Site Roster Report or Site Roster Reports w/o SSN.</p> 
Class	<p>Navigate to the Roster Class List and click the Class ID. In the upper right corner on the Roster Class List window, click Print or Print Without SSN.</p> 

3. Use the following criteria to determine which print option to select:

Select	Condition
<input type="checkbox"/> Provider Roster Report <input type="checkbox"/> Site Roster Report <input type="checkbox"/> Print	<p>The report generated by selecting either the Provider Roster Report, Site Roster Report, or Print button should ONLY be viewed by the Project Director to confirm data accuracy (if you prefer not to view it online for accuracy), as this report contains SSN's.</p> <p>Please take appropriate action to shred the report once you have finished verifying/correcting the roster data.</p>
<input type="checkbox"/> Provider Roster Reports w/o SSN <input type="checkbox"/> Site Roster Reports w/o SSN <input type="checkbox"/> Print Without SSN	<p>The report generated does not contain the SSN's. This report should be printed and given to the Lead Teacher for each Pre-K class in your program. They will need the PANDA Student ID from this report in order to accurately enter their students into the Work Sampling Online (WSO) System.</p>

4. The PANDA Roster Report will display in a separate browser window. You can then select the **Print** icon (🖨️), export to another file type (i.e., PDF, Excel, Word, etc.), or you can save the **Without SSN** version to a file to e-mail to the teacher if she works at a different location from the Project Director.

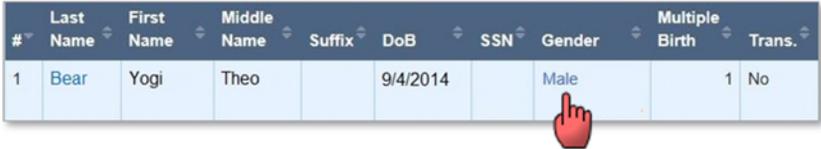
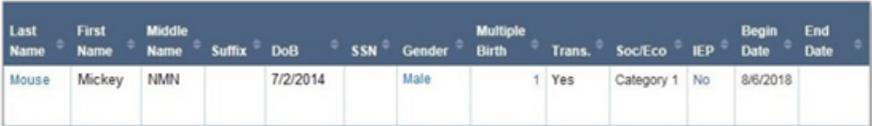
The screenshot shows a browser window with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. The main content area displays the 'PANDA Roster Report' for DeKalb County. The report includes summary statistics and a table of student information. Three callout boxes provide instructions:

- A green box with a checkmark points to the 'Export' icon (floppy disk) in the toolbar, stating: "Use this icon to export the report."
- A green box with a checkmark points to the 'Print' icon (printer) in the toolbar, stating: "Use this icon to print the report so that it is in the correct format."
- A red box with an 'X' points to the 'Print' icon in the browser's address bar, stating: "These icons are not recommended for use as the roster report may not print in the correct format."

#	Last Name	First Name	SSN	Ins. Begin Date	Ins. End Date	Credential	CYE
Lead Teacher							

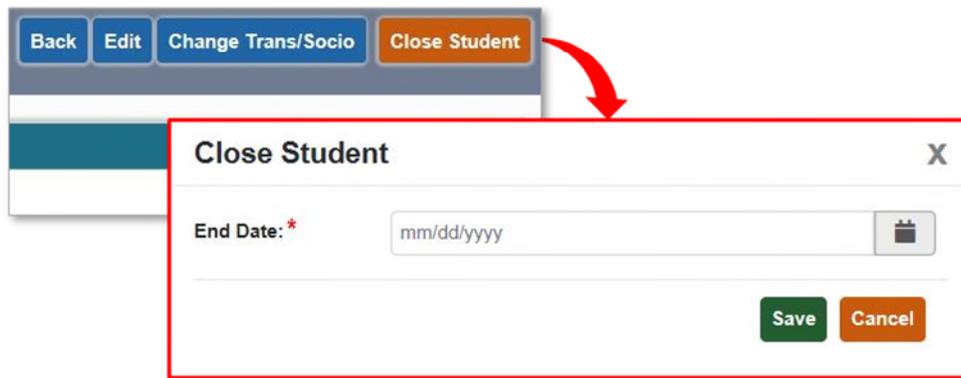
How to Update Your Student Information

1. On the Provider Site List window, click name of the site that you want to update or change. The Class List page displays.
2. Click the **Class ID** hyperlink next to the class that you want to update. The Class Roster page displays.
3. Follow the steps below to make your changes:

Fields	Impacts Funding	Action Required										
Gender, Multiple Birth, and IEP	No	<p>The fields are displayed as hyperlinks.</p> <p>(a) Locate the student's name on the roster and click the field that needs to be changed.</p>  <p>(b) The field menu opens.</p> <p>(c) Select the correct value and then click  to save the changes.</p>										
Transportation and Socio/Economic	Yes	<p>Updates to these fields require the addition of an effective or start date as changes will impact the amount of your Pre-K funding:</p> <p>(a) Click on the student's last name.</p> <p>(b) Click on Chg Trans/Socio in the upper right corner of the Student Information window. Transportation and Socio/Economic are the only editable fields.</p> <p>(c) After you make the necessary change(s), the system will prompt you for an Effective date of Change. To determine the effective date:</p> <table border="1" data-bbox="630 1163 1469 1640"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Changing Transportation from NO to YES</td> <td>Enter the date you began providing transportation for the student. If you ALWAYS provided transportation for this student, then effective date should be the next day after the BEGIN date in class.</td> </tr> <tr> <td>Changing Transportation from YES to NO</td> <td>Enter the date you stopped providing transportation for the student. If you never provided transportation for the student, then the effective date should be the next day after the BEGIN date in class.</td> </tr> <tr> <td>Changing from Category 1 to Category 2</td> <td>Enter the date the student became INELIGIBLE for Category 1 status. If the student was NEVER eligible, then the effective date should be the next day after the begin date in class.</td> </tr> <tr> <td>Changing from Category 2 to Category 1</td> <td>Enter the date the student became ELIGIBLE for Category 1 status. If the student was ALWAYS eligible, then the effective date should be the next day after the begin date in class.</td> </tr> </tbody> </table> <p>(d) Enter the effective date and click Save to update the record.</p> <p>Example Roster View Before Transportation Change:</p> 	If	Then	Changing Transportation from NO to YES	Enter the date you began providing transportation for the student. If you ALWAYS provided transportation for this student, then effective date should be the next day after the BEGIN date in class.	Changing Transportation from YES to NO	Enter the date you stopped providing transportation for the student. If you never provided transportation for the student, then the effective date should be the next day after the BEGIN date in class.	Changing from Category 1 to Category 2	Enter the date the student became INELIGIBLE for Category 1 status. If the student was NEVER eligible, then the effective date should be the next day after the begin date in class.	Changing from Category 2 to Category 1	Enter the date the student became ELIGIBLE for Category 1 status. If the student was ALWAYS eligible, then the effective date should be the next day after the begin date in class.
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Fields	Impacts Funding	Action Required																																							
		<p>Example Roster View After Transportation Change:</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>Middle Name</th> <th>Suffix</th> <th>DoB</th> <th>SSN</th> <th>Gender</th> <th>Multiple Birth</th> <th>Trans.</th> <th>Soc/Eco</th> <th>IEP</th> <th>Begin Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Mouse</td> <td>Mickey</td> <td>NMN</td> <td></td> <td>7/2/2014</td> <td></td> <td>Male</td> <td>1</td> <td>Yes</td> <td>Category 1</td> <td>No</td> <td>10/15/2018</td> <td></td> </tr> <tr> <td>Mouse</td> <td>Mickey</td> <td>NMN</td> <td></td> <td>7/2/2014</td> <td></td> <td>Male</td> <td>1</td> <td>No</td> <td>Category 1</td> <td>No</td> <td>8/6/2018</td> <td>10/14/2018</td> </tr> </tbody> </table> <p> Transportation =Yes record is Opened Transportation =No record is Closed </p>	Last Name	First Name	Middle Name	Suffix	DoB	SSN	Gender	Multiple Birth	Trans.	Soc/Eco	IEP	Begin Date	End Date	Mouse	Mickey	NMN		7/2/2014		Male	1	Yes	Category 1	No	10/15/2018		Mouse	Mickey	NMN		7/2/2014		Male	1	No	Category 1	No	8/6/2018	10/14/2018
Last Name	First Name	Middle Name	Suffix	DoB	SSN	Gender	Multiple Birth	Trans.	Soc/Eco	IEP	Begin Date	End Date																													
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Mouse	Mickey	NMN		7/2/2014		Male	1	No	Category 1	No	8/6/2018	10/14/2018																													
SSN, Name, and/or Date of Birth	No	To correct SSN's, names, and/or birth dates, send documents (e.g., birth certificate or court decree for name changes) to support your request to the DECAL Finance Office via their secured fax line at 404-651-8576. DO NOT close and re-add the student. This will flag them as a duplicate which will result in you being contacted by DECAL to provide all of their documentation.																																							

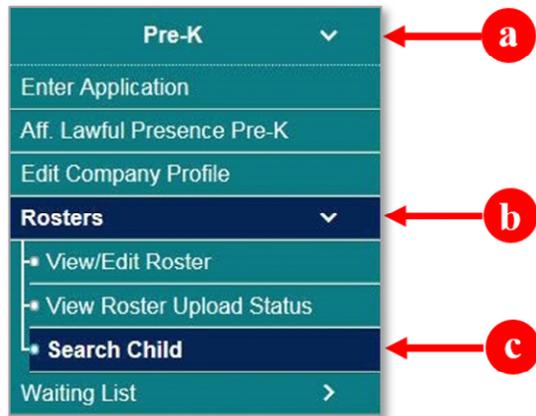
4. Click **Save** to update the record.
5. If the student has withdrawn, complete the following steps to close the students record:
 - (a). On the current open roster, click on the student's Last Name to open the selected student's information window.
 - (b). Click the **Close Student** button at the top of the screen. The Close Student pop up window displays.



- (c). Click on the calendar icon (📅) to select the last date of attendance.
- (d). Click **Save** to update the record.

How to Search for a Student within Your Program

1. In the left-side navigation menu, select (a) **Pre-K**, click on (b) **Rosters**, and then select (c) **Search Child**.



2. In the **Search Child** window, use the Year dropdown menu to select the desired calendar year.
3. In one or more of the search criteria fields, enter the student's Last Name, First Name, Middle Name, Student ID, etc. and click **Search**.

Search Child
[Home](#) > [Pre-K](#) > [Rosters](#) > [Search Child](#)

Year:

Note: To hide the search fields, click the minus (-) toggle symbol. To display the fields, click the plus (+) toggle symbol.

Child Specific -

To view the search criteria fields click the button next to the search type. Enter the search criteria, and then click the Search button.

Last Name: <input type="text" value="Coyote"/>	First Name: <input type="text"/>
Middle Name: <input type="text"/>	Student ID: <input type="text"/>
Date of Birth: <input type="text" value="mm/dd/yyyy"/> <input type="button" value="📅"/>	Gender: <input type="text" value=""/>
SSN: <input type="text" value="L-_-_-"/> <input type="button" value="X"/>	GTID: <input type="text"/>

For example, enter either "W", "Wil", or "Wile E."

Search Tips:

- If you are unsure of the spelling of a student's name, you can enter a partial first or last name to give you a list of possible students.
- The field values are not case-sensitive, therefore upper- or lower-case letters will yield the same results.
- Start with a broad search using only one field and then narrow your search down using two or more fields.

4. All records that meet the search criteria are displayed. If you do not obtain the results you were expecting, check for spelling or typing errors.
5. The Child Name column displays each student's name as a hyperlink. Click on the student's name to view the record details.

Showing 1 to 157 of 157 entries

Select	Child Name	DOB	SSN	GTID	Gender	Provider Name	Site Name	Class
<input type="checkbox"/>	Bear, Yogi Theo	9/4/2014	321-89-4367		Male	DeKalb County Board of Education	Avalon Elementary	8000
<input type="checkbox"/>	Bell, Tinker Pixie 	5/9/2014	987-65-4321		Female	DeKalb County Board of Education	Avalon Elementary	8000
<input type="checkbox"/>	Duck, Donald Fautleroy	11/6/2014	123-45-6789		Male	DeKalb County Board of Education	Bright from the Start Academy	8000

Frequently Asked Questions Relating to Rosters

Q. What is the difference in the count date and the due date?

- A. All roster changes or corrections that have occurred up to and through the count date can be made on the current open roster. The **count date** represents the date at which the information on the roster is accurate and correct.

DECAL allows extra time to record the roster data (accurate as of the count date) on the roster before it must be submitted to our office. The **due date** is therefore the last date that the roster can be submitted without being considered late.

Each roster should show the changes in your class room as of the count date. It is important to remember, you cannot submit your roster *prior* to the count date. You may begin submitting *on or after* the count date and can continually report changes that occur in your class until the end of the count date. Rosters are required to be submitted by the due date which is generally one week following the count date.

Any changes that occur after the count date will go on the next roster. No students can be added to the roster after the final count date.

You may find your count dates on the list of Critical Reporting Dates in the Georgia Pre-K Operating Guidelines.

Q. One of my students has withdrawn. How do I remove the student from the roster?

- A. On the current open roster, click on the student's last name to open the selected student's information window. Click the **Close Student** button at the top of the screen. Enter the last date of attendance and click **Save** to update the record.



Q. How do I make corrections to the Gender, Multiple Birth, and, IEP roster fields?

- A. You can correct **Gender, Multiple Birth, and IEP** simply by finding the student's name on the roster, click the field (blue link) that needs to be changed, make the needed change, and then save the entry.

Q. How do I make corrections to the Category or Transportation roster fields?

- A. If you need to edit the **Category or Transportation** fields, complete the following steps based on the roster submission status.

Prior to Submission of Roster 1:

Step	Action Required
(1)	Click on the yellow Select box next to the student's name.
(2)	Enter the corrected values.
(3)	Click Save to update the record.

After Roster 1 has been Submitted:

Step	Action Required										
(1)	Click on the yellow Select box next to the student's name.										
(2)	Click on the Chg Trans/Socio button at the top of the Student Information window. Transportation and Socio/Economic are the only editable fields.										
(3)	After you select an option from the drop-down list, the system will prompt you for an Effective date of Change . To determine the date: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Changing Transportation from NO to YES</td> <td>Enter the date you began providing transportation for the student. If you ALWAYS provided transportation for this student then effective date should be the <u>next day after the BEGIN date</u> in class.</td> </tr> <tr> <td>Changing Transportation from YES to NO</td> <td>Enter the date you stopped providing transportation for the student. If you never provided transportation for the student, then the effective date should be the <u>next day after the BEGIN date</u> in class.</td> </tr> <tr> <td>Changing from Category 1 to Category 2</td> <td>Enter the date the student became INELIGIBLE for Category 1 status. If the student was NEVER eligible, then the effective date should be the <u>next day after the begin date</u> in class.</td> </tr> <tr> <td>Changing from Category 2 to Category 1</td> <td>Enter the date the student became ELIGIBLE for Category 1 status. If the student was ALWAYS eligible, then the effective date should be the <u>next day after the begin date</u> in class.</td> </tr> </tbody> </table>	If	Then	Changing Transportation from NO to YES	Enter the date you began providing transportation for the student. If you ALWAYS provided transportation for this student then effective date should be the <u>next day after the BEGIN date</u> in class.	Changing Transportation from YES to NO	Enter the date you stopped providing transportation for the student. If you never provided transportation for the student, then the effective date should be the <u>next day after the BEGIN date</u> in class.	Changing from Category 1 to Category 2	Enter the date the student became INELIGIBLE for Category 1 status. If the student was NEVER eligible, then the effective date should be the <u>next day after the begin date</u> in class.	Changing from Category 2 to Category 1	Enter the date the student became ELIGIBLE for Category 1 status. If the student was ALWAYS eligible, then the effective date should be the <u>next day after the begin date</u> in class.
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(4)	Enter the effective date.										
(5)	Click Save to update the record.										

Q. How do I make corrections to the SSN, Name, or Date of Birth roster fields?

- A. If you need to correct a student's **SSN, Name, or Date of Birth**, submit the *Pre-K Roster Correction Request Form* and supporting documentation to Panda Rosters via the secured fax line at 404-651-8576. The Pre-K Roster Correction Form is located at <http://dec.al.ga.gov/PreK/ProjectDirectors.aspx>. **DO NOT** close and re-enter the student as this will flag the student as a duplicate and will require submission of student documentation to DECAL.

Q. A parent has decided to provide the social security number (SSN) for a student already on the roster. How do I add the SSN?

- A. SSNs can be added during open roster periods. Any child without a SSN listed will have the words **POPULATE SSN** in the SSN field on the roster. After you locate the student on the roster, click on the **POPULATE SSN** link, enter the student’s SSN, double check your entry for accuracy, and then click **Save**.

Q. I have completed my updates and I am on the site list screen, but I don’t see a submit button. Where is the submit button?

- A. Only one person will see the submit button and that is the person with the Provider Management role.

If you are the Provider Manager and don’t see the submit button, then...

- You are trying to submit a roster before the Count Date.
- You are trying to submit a roster that does not have a **ROSTER UPDATES COMPLETE** status.

To obtain the correct roster status, complete the following steps:

Step	Action Required
(1)	On the Provider Site List window, click the hyperlinked Site Name you want to correct. The Class List window displays.
(2)	Click the hyperlinked Class ID you want to update. The Class Roster page displays. Note: Each class must be updated to Roster Updates Complete separately.
(3)	The  button located in the upper right corner on the Roster Details page. Once you locate the button, click it to update the status to Roster Updates Complete . (a) If there are errors, a message will appear in red at the top of the page. You will have to fix the errors and then click the Roster Updates Complete button again. (b) If there are no errors, click the Return to Class List button at the top of the page. Once you are on the class list, you will click the Return to Site List button at the top of the page.
(4)	Once you are on the Site List page and you have a status of Roster Updates Complete , begin the submit process by reading the certifications and following the instructions provided on each screen. <u>You will not see the submit button until you have accepted the certifications.</u>

Important

By submitting this roster(s), you are asserting via electronic signature that the information on the roster(s) is true, complete, accurate, and includes all available student and teacher information. Social Security numbers must be entered unless a parent signed waiver is on file.