GAPREK › Class Reporting Manager - Student Data

Overview

The Class Reporting Manager (CRM) is where programs enter and monitor information for teachers and students in the new GAPREK Provider Portal. Data for students (including returning students and those from waiting lists) can be added, edited, moved, and removed to ensure accuracy of enrollment tracking. Programs can also manage attendance overlap and potential duplicate students (which might include uploading student documentation) in the CRM.

Processes

Adding a Student

- Navigate to the Class Reporting Manager and to the specific site to which you want to add student data. By default, you will land on the Student Data tab for the current school year.
    - Note: Student information is organized by class and sorted by student last name.
- Select the “+ Add Student” button. The system defaults to the Add Manually option – if you are trying to bulk upload, reference the one pager on Student Bulk Uploads.
- Enter all mandatory fields.
    - Note: Some additional fields may appear depending upon your selections (e.g., you need to provide an SSN Waiver Reason if the student does not provide an SSN).
- Select the Class ID and the Begin Date and then click the “Submit” button.
    - Note: If any mandatory fields are missing and/or certain validations are not met, the system will present an error message. You will need to resolve the error before saving the student record.

Editing a Student

- Navigate to the Class Reporting Manager and to the specific site in which you want to edit student data. By default, you will land on the Student Data tab for the current school year.
- Locate the student record you want to edit and click the “Edit” button under the Actions column.
    - Note: You can use the search bar and start typing in the student’s information to quickly locate their record in the CRM.
- The student record will open up and you can edit all information as appropriate. Click the “Update” button when you are finished making changes.
    - Note: You cannot move a student to a different class using the “Edit” button.

Moving a Student

- Navigate to the Class Reporting Manager and to the specific site in which you want to edit student data. By default, you will land on the Student Data tab for the current school year.
- Locate the student record you want to move and click the checkbox under the Select column.
- The “Move” button will turn blue, allowing you to click it and indicate if you are moving the student to a different class at the same site or to a different site entirely.
    - Depending upon your selection, you will be asked to indicate the site, the Class ID, and then provide an end date for the student’s enrollment in the current class.

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Moving a Student (continued)

- Click the “Submit” button to save your changes.
    - Note: If the maximum class capacity has been met in the class to which you are trying to move the student, the system will present an error message. You will need to resolve the error prior to moving the student to the other class.

Removing a Student

- Removing a student can either refer to marking the student as Did Not Attend or adding an end date to the student record. For either process, navigate to the Class Reporting Manager and to the specific site in which you want to edit student data. By default, you will land on the Student Data tab for the current school year.
- Locate the student record you want to remove and click the “Edit” button under the Actions column.
    - If the student never attended your Pre-K class, indicate this by selecting the red “Mark Did Not Attend” button in the right-hand corner. The system will ask you for confirmation before saving your changes. Once saved, the student record will be removed from your CRM.
    - If the student is ending their enrollment in your Pre-K class, fill in the End Date in Class field and then click the “Update” button. Once saved, the student record will remain in your CRM as a historical record.
        - Note: The end date must be today or in the past.

Adding a Returning Student

- If you have students who were eligible for retention from the previous school year, you will want to use the Add Returning Student functionality.
- Navigate to the Class Reporting Manager and to the specific site in which you want to edit student data. By default, you will land on the Student Data tab for the current school year.
- Click the “+ Add Returning Students” button. You will be navigated to the Closed Students List with a table of student records.
- Select the checkbox(es) under the Select column for the student(s) you would like to move to your CRM.
- Click the “Add Students” button. You will be prompted to indicate the Class ID and the start date for the student’s enrollment.
    - Note: The start date must be today or in the past.
- Click the “Add” button. The system will move the student record to the appropriate class in the CRM.

Additional Questions

If you have additional questions, please first review the User Guide provided for your specific user role. If the User Guide does not answer your question, please submit a help ticket or contact us at 800.413.9935.

Georgia’s Pre-K Program