

Overview

This document provides tips for updating student data. Refer to the [GAPREK Provider User Guides](#) for instructions on adding/updating student data.

- Enter all students enrolled in the program as of the count date. If a student withdrew from the class on or before the count date, the end date should be entered for the student.
- A student’s start date is their first physical date in the classroom.
- Any changes that occur AFTER the count date will be reported on the next roster.
- Refer to attendance documentation to ensure that begin and end dates in the Class Reporting Manager are accurate for all students.

Refer to the following documentation when entering student information

Student Information:	Documentation to use:
Last Name, First Name, Middle Name	Acceptable age documentation. Refer to section 2.1 of the <i>Pre-K Providers’ Operating Guidelines</i> for a list of acceptable age documentation.
Date of Birth	Acceptable age documentation. Refer to section 2.1 of the <i>Pre-K Providers’ Operating Guidelines</i> for a list of acceptable age documentation.
Social Security Number	Social Security Card. If the parent chose not to submit the Social Security Card, use the <i>Student Social Security Number Information Form</i> , (Appendix B) and enter the waiver reason exactly as it appears on the form.

- Providers can now edit fields such as name, Social Security number, date of birth, etc. to correct any data entry error. To make a correction, navigate to the Class Reporting Manager and go to the specific site in which you want to edit student data. Locate the student record to edit and click the “edit” button under the Action column. Once complete click the “update” button.
- When moving a student refer to the appropriate [user guide](#) for step-by-step instructions. Ensure the class the student moves to will not exceed the maximum enrolled student capacity. If 20 students are currently reported on that class roster, an error message will be displayed. Review the student data in the Class Reporting Manager and enter an end date for any students who are no longer enrolled in the class.
- If any students are flagged as potential duplicates or have an attendance overlap, please refer to the appropriate [user guide](#) for a resolution.
- The parent email is a required field when entering student data. If a parent email is not obtainable, enter the following in the parent email section: [\[SiteName\]@test.test](#) .

Additional Questions

If you have additional questions, please review the additional resources on the [GAPREK webpage](#) or complete a help ticket in [GAPREK](#).