

Overview

This document provides tips for updating teacher data. Refer to the *GAPREK Site Director User Guide* and *GAPREK Data Manager User Guide* for instructions for adding teachers/updating teacher data.

- Project Directors should confirm that teachers have registered in the Georgia Professional Development System (GaPDS), submitted required documentation to the GaPDS, and the GaPDS has verified the credential. Individuals enrolled in the GaPDS can review their profile to see if they meet the credential requirements for a Pre-K Lead. Teachers that are qualified to serve in the lead teacher role will see “Qualifies for GA Pre-K Lead” in the Account Information Summary section. Teachers that are qualified to serve in the assistant teacher role must have a PDR career level of 4 or higher.
- Lead teacher and assistant teacher data from Roster 4 of the previous school year migrated into GAPREK from PANDA. Substitute teacher records did not roll over.
- Review the data for correct teacher names and credentials. If a teacher will not return to your program, enter an end date for the teacher.
- When adding a teacher using the teacher’s GaPDS number, enter the teacher’s first name and last name exactly as they appear in the teacher’s GaPDS profile. If the data entered matches an existing record in the GAPREK system or the GaPDS system, the existing teacher information will display in GAPREK.
- If a teacher has not been hired and multiple adults will staff the class, select the “Multiple Substitutes Used” button to report the substitute. Once a teacher has been hired, add the teacher to the Class Reporting Manager.
- You cannot edit Creditable Years of Experience (CYE) data at this time. This data is locked to ensure that the August and September salary is calculated correctly. Prior to the October payment, you will be able to update CYE.
- The “Move” button allows you to transfer a teacher from one site to another or from one class to another class within your program.

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 the call center.

If you need assistance, please enter a Help Ticket in GAPREK