## What is this?

The calendar is where programs create and enter calendar information for the upcoming school year in the new GAPREK Provider Portal.

- The calendar will include start and end dates, holidays, and teacher planning days. A calendar can be created for an entire program, for a specific site, or for an individual class.
- Once a calendar is created, your Georgia's Pre-K Specialist will review it.
  If corrections are needed, programs will be notified and will be able to make the needed corrections.
- Programs will be notified when a calendar is submitted, returned for revision, or approved.
- A calendar waiver can be submitted through the system for special situations.

## Who can access the calendar?

- Primary Authorized User
- Project Director
- Site Director (View Only)

For information on User Roles, please click <u>here</u>.

## What if I need help?

For support with calendars, refer to the following resources:

- GAPREK Provider User Guides
- Video tutorials
- Provider FAQs
- GAPREK website
- Click the 'Contact Pre-K' button on your GAPREK navigation bar

## What if I still have questions?

If you have additional questions, please contact your Georgia's Pre-K Specialist or <a href="mailto:GAPREK.support@decal.ga.gov">GAPREK.support@decal.ga.gov</a>.

