



Georgia Department of Early Care and Learning

## How to Print/E-mail a PANDA Roster Report

1. Access PANDA and click the **View/Edit Roster** link.



2. At the top of the screen displayed, click the **Print w/o SSN** button.



**Note:** This report can be run at the program, site, or class level.

- The PANDA Roster Report will display in a separate browser window. Note the location of (a) the Class ID to be used in WSO as the class name and (b) the Student ID which is to be used in WSO as the PANDA Student ID.

#	Last Name	First Name	Middle Name	Suffix	Student ID	SSN	Ins. Begin Date	Ins. End Date	M/F	Multi Birth	Trans Y/N	Socio/Eco	Race	Ethnicity
1	Bear	Yogi	Theo		1278393	481864			F	1	N	1	Black or African American	Not Hispanic
2	Duck	Donald	Fauntleroy		1278410	4810160386	5/4/2013		M	1	Y	1	Black or African American	Not Hispanic
3	Mouse	Mickey	nmn		1278407	4821985958	8/9/2013		F	1	N	2	Black or African American	Not Hispanic

On the report window, you can 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.