SPANDA

STUDENT DATA TRAINING DOCUMENT

Bright from the Start: Georgia Department of Early Care and Learning 2 Martin Luther King Jr. Dr. Suite 670, East Tower Atlanta, Georgia 30334 1-888-442-7735



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When to Submit Rosters to DECAL

E-mail Notification

Bright from the Start: Georgia Department of Early Care and Learning (DECAL) will send an e-mail notification when rosters are open for student data entry. The e-mail will provide the roster count date and due date. Providers may begin entering student data when the roster opens but cannot submit the roster until the count date.

Teacher data updates may be made at any time. For questions regarding teacher data entry, refer to the PANDA Teacher Data Training Document located on the PANDA Resources webpage at https://www.decal.ga.gov/Prek/PANDAResources.aspx

PANDA Critical Reporting Dates

There are several ways to view the roster count and due dates.

- 1. The roster dates are included in the **PANDA Critical Reporting Dates** document providers read and acknowledged during the application process. To view the Panda Critical Dates document, complete the following steps:
 - a. In the left-side navigation menu, select **Pre-K**.
 - b. Click Enter Application.

Pre-K	~
Enter Application	
Aff. Lawful Presence Pre-	к
Edit Company Profile	
Rosters	>
Waiting List	>
Payments	>
Recon Form	
CLASS Observation	
View/Edit Calendar	

The application opens on the Read Me Files tab.

c. Click the **PANDA Critical Reporting Dates** link in the Pre-K Application Mandatory Documents section.

Enter Application				Print Application		
<u>Home</u> > Pre-K > Enter Application	me > Pre-K > Enter Application					
Read Me Files Online For	rms Upload Docs					
Bright from the Start Aca	demy, Inc.					
Application Status: Program:	Awarded 2023 Pre-K 10 Month Program	Application Type: Program Year:	New 2023			
Pre-K Application Manda	atory documents					
Applicants must open, read, and acknowledge each of the documents listed in the Pre-K Application Mandatory documents section below. Click the document name to open and read the document. Click the Agree button as you read and acknowledge each document. You may want to print a copy of each for your files. After you have read and acknowledged the mandatory documents, the Online Forms tab will appear next to the ReadMe Files tab. Click on this tab to continue entering your application.						
PANDA Application Information Instruction Docume						
PANDA Critical Reporting Dates	s					
Pre-K Application Recon	nmended Documents	-				

- 2. The calendar on the PANDA dashboard is preloaded with important Pre-K information, such as the roster count and due dates.
 - a. In the lower right corner of the dashboard, hover the mouse over a highlighted day to display the details for that date.



b. To check future or past dates, click the left arrow (>) to scroll forward a month and the right arrow (<) to scroll back a month.

Reporting Students on the Roster

- Report students who have met all Georgia's Pre-K eligibility requirements and have physically attended the program at least 1 day.
- Children whose parents have submitted enrollment paperwork but have not attended a scheduled Pre-K instructional day should not be reported on the roster.
- Students who have physically attended the program but are absent on the count date should be reported on the roster.
- Student who withdrew from the class on or before the count date, the end date should be entered for the student. Any change occurring after the Count Date should be reported on the next roster due in November.

Entering Student Information

There are two ways to enter students on Roster 1:

- Method 1: Manual data entry online via the Add Student screen. Instructions begin on page 6.
- Method 2: Upload student information in bulk via the PANDA Student Roster Template. Instructions begin on page 12. The upload function is only available for Roster 1. Students who arrive after the upload has completed should be added manually into PANDA.

All public schools that are using Infinite Campus, PowerSchool, or Aspen should use the upload method to enter students on Roster 1.

Entering Students Manually

- 1. Launch <u>PANDA</u> and log in with your credentials.
 - For information about PANDA login accounts, refer to the <u>PANDA Provider User</u> <u>Management</u> document found on the PANDA Resources page located at <u>http://decal.ga.gov/Prek/PANDAResources.aspx</u>.
- 2. In the left-side navigation menu, select (a) **Pre-K**, click on (b) **Rosters**, and then click on (c)**View/Edit Roster**.

	Student Data Training Docume
BRIGHT <u> Georgia Department of Early Care and Learning</u>	PANDA Tod
System Admin >	Home
Pre-K ∽	Welcome to PANDA
Enter Application	weicome to PANDA
Aff. Lawful Presence Pre-K	
Edit Company Profile	Congratulations, you have successfully logged into PANDA, DECAL's Pre-K Application aNd Database Ac
Rosters 🗸 🗸	
 View/Edit Roster 	You are not ready to enter required data. On the left of this screen is a menu. Menu items determine what of menu items displayed is based on your role within your organization. More menu items will appear as D
• View Roster Upload Status	Choose a menu item by using the left button of your mouse to click on the item. For example, to enter your
Search Child	Application"; to enter a roster, click on "View/Edit Roster".
Waiting List	If you need assistance, detailed manuals are available for download on the PANDA Resources screen. Yo
Payments >	to panda.support@decal.ga.gov. Emails to PANDA Support will be answered during normal business hou
Recon Form	
CLASS Observation	
	User IDs

The Roster Provider Site List page opens. The Site Name column displays each Site Name as a hyperlink.

3. To choose a site, click the **Site Name**.

ew/Edit Roster										Report
me > Pre-K > Rosters > View/Edit Roster										
Select a prior School Year or Roster Cycle a	nd click Search to view a pre	evious Roster.								
School Year:	2023		~	Roster Cycle:		Roster 1		~	Search	
To submit rosters for a site, click inside the v	white box to the eft of the Sit	te ID. A check mark should ap	pear inside the white bo	ax. Then click CONTIN	IUE. The site must have a stal	tus of Roster Updates (complete to be submitted.			
To submit rosters for a site, click inside the v howing 1 to 1 of 1 entries	white box to the eft of the Sit	te ID. A check mark should ap	pear inside the white bo	ox. Then click CONTIN	UE. The site must have a stat	tus of Roster Updates (complete to be submitted.		Search in Results:	
	white box to the eft of the Sit	e ID. A check mark should ap		x. Then click CONTIN				Roster Status 🔶		LVSC Date

The Roster Class List displays. The Class ID column displays each Class ID as a hyperlink.

4. To choose a class, click on the desired Class ID.

Roster Class List Home > Pre-K > Rosters > <u>View</u>	<u>#Edit Roster</u> > Roste	er Class List								(Return to Site L
Site Details											
Provider Name: Region: County: Consultant:		Bright from Douglas	he Start Academy, Inc.			Site Name: Address: Site Director: Email Id: Phone:		123 Eln Angle C Angle@	ywhere, GA 30333		
	School Year:	2023		~		Roster Cycle:	Roster	r1		~	Search
Showing 1 to 2 of 2 entries										Search in Resu	
# Class ID 1 10	 Lead Teach 05437 Smith, Jasmi 		Lead Teacher Credential No GaPSC Credential, ECE Bachelor or higher		# Kids Contracted	# Kids Listed22	0	Emailed/Printed On	Roster Status Save In Progress	Validation Status No Exceptions	Waive

5. On the roster details screen, scroll down to the Student Information section and click the Add button.

Student Information	>	÷
Select Status:	Active ~	Add

6. The **Student Information** screen displays as shown below.

itudent Last Name:*	LAST NAME		S Ethnicity:*		~
Student First Name:*	FIRST NAME		O Race:*	American Indian or Ala	eska Native
Student Middle	MIDDLE NAME			🗌 Asian	
Name:*				Black or African Ameri	can
Suffix:		~		Native Hawaiian or Ot	her Pacific Islander
Date of Birth: *	mmiddlyyyy	-		U White	
SSN:*	999-99-9999			Information not provide	od
Gender:*	O Male O Female		Parent/Guardian Last Name: *	LAST NAME	
Multiple Birth: *		~	0 Parent/Guardian First	FIRST NAME	
Transportation:*		~	Name: *		
Socio/Economic:*		~	Relationship:*		~
DLL:*		~	S Begin Date in Class:*	mmiddiyyyyy	
IEP:*		~	End Date in Class:	mmiddiyyyy	
Funding:*		~			

7. Complete the following fields for each student who has physically attended for at least 1 day.

NOTE: If the site offered a Rising Pre-K Summer Transition Pre-K (STP) class, the button will display (only during Roster 1) allowing you to select a student from your STP roster. The student's data will automatically populate for you. Review/update any fields that need to be corrected and populate all remaining fields.

Fiel	d	Action Required
	Student Last Name	Enter the student's Last Name <u>exactly as it appears on the student's age</u> <u>documentation</u> . The student's last name must have two or more letters and may include hyphens, apostrophes, and periods. Do not include a suffix as part of the last name.
B	Student First Name	Enter the student's First Name <u>exactly as it appears on the student's age</u> <u>documentation</u> . The first name must have at least two letters and can include two names separated by hyphens, apostrophes, spaces, or periods (e.g., Jean-Paul, Da'Shandra, or T.J.).
0	Student Middle Name	Enter the student's full middle name <u>exactly</u> as it appears on the student's age <u>documentation</u> . Hyphens, apostrophes, and periods may be included. If the student does not have a Middle Name, enter <i>NMN</i> to represent <u>No M</u> iddle <u>N</u> ame. This indicates you have verified there is not a middle name listed on the student's age documentation.
D	Suffix	If applicable, select either Jr, II, III, IV, etc. from the drop-down.
B	Date of Birth	Enter the student's birthday <u>exactly as it appears on the student's age</u> <u>documentation</u> using the format "MM/DD/YYYY".

Field	Action Required
B SSN	 Enter the student's Social Security number (SSN) <u>exactly as it appears on a copy of the student's Social Security Card</u>. Providers should not enter the Social Security number reported on enrollment documents. Social Security numbers are encrypted in the system to ensure data security. Verify that each student's SSN was entered correctly. If a parent chooses not to submit the Social Security card, providers should ask the parent to complete the <i>Student Social Security Number Information Form</i> (Appendix B).

Note (1): If the SSN is omitted, after clicking **Save**, an error message displays. Using information from the *Student Social Security Number Information Form*, select the appropriate box in the SSN Waiver Reason section.

Add/Modify Student Inform	nation				
Please review the follow • SSN or SSN Waiv	ving errors: ver is required				
Student Last Name: *	Test		Ethnicity: *	Not Hispanic/Latino	
Student First Name: *	Johnny		(a) In the Waiv	er Reason section select	the appropriate checkbox as
Student Middle Name:*	Joe			the parent on the <i>Student</i>	
Suffix:		~	Information	-	Social Security Hamber
Date of Birth: *	08/29/2014		injormation		
SSN: *	999-99-9999	0		Information not provided	
Gender: *	Male	~	Parent/Guardian Las Name :	Test	
Multiple Birth: *	1	~	Parent/Guardian Irst Name:	Mama	
Transportation: *	No	~	Relationship:	Mother	
SocioEconomic: *	Category 2	~	Begin Date in Class: *	08/01/201	
DLL:*	No	~	End Date in Class:		elected 'I do not choose to
IEP: *	No	~		provide the S	SSN because', enter the
Funding: *	Lottery	~		reason in the	Waiver Reason Detail field
SSN Waiver Reason				exactly as the	e parent entered it on the
O I need help obtaining an	SSN.			Waiver Form	
O I need help replacing a lo	ist SSN.				
O I am awaiting a replacem	nent SSN and will provide when it arr	ives.			
 I forgot to bring the SSN a 	and will provide within 30 days.				
 I choose not to provide the 	he SSN because				

Note (2): Providers should follow up in a timely manner with parents who selected any of the first four reasons to track their progress in obtaining a Social Security number for their child.

Note (3): To add an SSN after the student information has been saved, return to the Roster Detail screen and click on the **POPULATE SSN** link next to the desired student's name. Then enter the SSN and click **Save**. It is not necessary to close/re-enter the student in order to populate the SSN.

Important

CORRECTING NAME, DATE OF BIRTH, AND SSN AFTER STUDENT RECORD HAS BEEN SAVED

Providers cannot change the name, date of birth, or Social Security number once the entry is saved. If incorrect data was entered, DO NOT delete the student and reenter the student to correct the data entry error. This will assign a second student ID number to a child with an existing number and flag the student as a duplicate. To request a correction to name, date of birth or Social Security number, submit the <u>Pre-K Roster Correction Request Form</u> located under the Project Director Resource List at <u>http://www.decal.ga.gov/PreK/ProjectDirectors.aspx</u>

Fiel	ld	Action Re	quired					
G	Gender	Select the student's gender: Image: Image interval Image: Image interval Image interval Image interval						
0	Multiple Birth	From the Multiple Birth drop-down list, select whether the student is from a single birth, twins, or a higher-order multiples (triplets or more) birth. For example, if John and Sally are twins, "2" should be selected for each of them.						
		Select	Description					
		1	If the child was born from a single birth					
		2	If the child was born from a twin birth					
		3	If the child was born from a triplet birth					
		4	If the child was born from a quadruplet birth					
		5	If the child was born from a quintuplet birth					
0	Transportation		tudent's Transportation indicator from the drop-down list. If the Center he child to and from Pre-K, select Yes .					
0	Socio/Economic	 ☐ Yes ☐ No Select the appropriate Socio-Economic indicator from the drop-down. ☐ Category 1 Select this option if the child and/or child's family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file. □ Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility. 						

Important

CORRECTING TRANSPORTATION AND SOCIO/ECONOMIC

To edit these fields, click on the student's name to display the Student Information screen. Click on the **Chg Trans/Socio** button. Enter the correct values and the system will prompt you for an effective date for each field changed. **DO NOT** close and re-enter the student.

Field	Action Requi	red			
🚯 DLL	Select the appropriate option for the DLL (Dual Language Learner) indica the drop-down list:				
	Select	Description			
	Yes	If the student speaks multiple languages			
	No	If the student speaks only one language			
1 IEP	Select the appro drop-down list:	priate option for the IEP (Individual Education Plan) from	om the		
	Select	Description			
	Yes	If an IEP is in place for the student			
	No	If the student does not have an IEP			

Field	Action Required
M Funding	Select the Class Funding Source from the drop-down list:
	Select Description
	Blended If the class receives both Head Start and Pre-K funding
	Lottery If the class only receives Pre-K funding
Ethnicity	Select the student's ethnicity from the drop-down list:
• Race	From the Race choices displayed, select all values that apply to this student: American Indian/Alaskan Native Asian Black or African American Native Hawaiian/Other Pacific Islander White Information not provided

Important

CORRECTING GENDER, MULTIPLE BIRTHS, AND IEP

To change Gender, Multiple Birth, or IEP, click on the hyperlinked value. The field menu opens.

	t Status:	of 21 entries		Active	~							
	Last Name *	First Name	Middle Name	Suffix	DoB	SSN [©]	Gender [©]	Mul Birt	Male Female	-	IEP	8 • D
1	Bear	Yogi	Theo		9/4/2014		Male	1		¥ 1/2	No	8
2	Bell	Tinker	Pixie		5/9/2014		Female	L		y 2	No	8
3	Duck	Donald	Fauntier	oy	11/6/2014		Male		No	Category 1	No	8

Select the correct value and click \checkmark to save the change.

Fiel	d	Action Required				
P	Parent/Guardian Last Name	Enter the last name of the student's parent or guardian (mother preferred if available).				
0	Parent/Guardian First Name	Enter the first name of the student's parent or guardian (mother preferred if available).				
R	Relationship	From the drop-down list, select the appropriate relationship of the parent or guardian to the student: Mother Father Grandparent Guardian				
6	Begin Date in Class	 Enter the first day the student is present in the class using the format "MM/DD/YYYY". <u>The Begin Date cannot be on or prior to the count date of the previous roster.</u> 				

Field	Action Required		
	 For Roster 1, the Begin Date cannot be prior to August 1st. The Begin Date cannot be after the count date of the current roster. 		
1 End Date in Class	If applicable, enter the student's last day in the class using the format "MM/DD/YYYY".		
	• This date should only be entered if the student has un-enrolled from the class.		
	• The End Date cannot be after the count date of the current roster.		
	• The End Date cannot be a future date.		

8. Click Save

П

9. Click the Back button to return to the Roster Class List or click Add to enter another student onto the roster.

If you entered students via the online process, proceed to <u>Submitting Your Completed Roster to DECAL</u> (page 39) for instructions on how to submit your roster.

Entering Students via the Upload Process

Typically, the upload process is used by Providers with multiple sites/classes, but it can also be a timesaver for those who have only one site/class. Using the upload process has a key advantage because the files can be created outside of PANDA prior to the date Roster Cycle 1 opens for entry. DECAL recommends that (1) a separate file be created for each site within your program and (2) the separate file should include all students for all classes at that site. If you have a large number of classes at one site, consider creating a separate file for each class.

The upload process is only applicable to the <u>first</u> roster cycle of the school year. If a new student arrives after you have successfully completed the upload and on/before the count date, add the student manually using the online process described earlier in this document. It is not necessary to rerun the entire upload process again to add additional students.

Important

All Public schools using Infinite Campus, PowerSchool, or ASPEN are expected to obtain and upload the pre-populated files available to them. Public schools should NOT use the DECAL template. These pre-populated files should be obtained prior to the Roster 1 Count Date. If any students have left or were a no-show, be sure to close the student in Infinite Campus, PowerSchool or ASPEN <u>before</u> generating the student upload file.

The upload process consists of two steps:

- 1. Create student upload file(s) for each Site by using <u>one</u> of the following templates:
 - DECAL template from the agency's website (http://www.decal.ga.gov/documents/attachments/Student_Roster_Template.xls)
 - Pre-populated template from Infinite Campus
 - Pre-populated template from PowerSchool
 - Pre-populated template from ASPEN
 - Pre-populated template from ChildPlus
- 2. Upload the completed student roster file(s) and resolve any errors.

Regardless of which upload template is used, you will need to **verify your Site ID and Class ID values** <u>each year</u> because <u>the Class ID values change each school year</u>. This can easily be done by pulling the **Provider Site-Class List Report** using the steps listed below:

1. After selecting the View/Edit Roster menu option, click on the Reports button and select the Provider Site-Class List option from the dropdown menu.

<u>ome</u> > Pre-K > Rosters > Vi				Provider Roster Report
Select a prior School Year	r or Roster Cycle and click Search to vie	ew a previous Roster.		Provider Roster Report w/o St
School Year:	2023	✓ Roster Cycle:	Roster 1	✓ Provider Site - Class List

2. The report will open in a separate browser window where you can choose to 'print' the report or you can 'save' the report to a pdf file.

Separate instructions are given below based on whether you are manually populating the DECAL template or whether you are using a pre-populated template from your data vendor. The instructions are different for each method, so be sure to follow the section below that is appropriate for your specific program.

- If using the **DECAL template**, please proceed to page 14.
- If your school system uses **Infinite Campus**, please proceed to page 20.
- If your school system uses **PowerSchool**, please proceed to page 23.
- If your school system uses **ASPEN**, please proceed to page 27.
- If your program uses **ChildPlus**, please proceed to page 31.

The pre-populated templates are currently only applicable to public schools who use Infinite Campus, PowerSchool, or ASPEN as their data vendor, and to programs that use ChildPlus.

Creating an Upload File Using the DECAL Template

- 1. On the Panda home page, scroll down to the **Panda Resources** section and click on **Click here**.
- 2. Select the **PANDA Student Roster Template** option from the Document List.
 - (a) Save the .xls file to a folder on your computer.
 - (b) You will need to download the current template at the beginning of each school year.
- 3. Double-click on the .xls file you just saved, which will launch Microsoft Excel.
- 4. Follow the instructions shown in the header rows highlighted in red and begin entering your data on line 8 of the excel worksheet.

Important

If you are populating the template in advance of the school year with students chosen in the lottery, remember you **must** remove any students who were no-shows prior to uploading your file to PANDA. When uploaded, the file should **only** include students who were physically in attendance for 1 day or more.

5		Class # (required)	Student Lastname (copy from birth certificate) (required)	Student Firstname (copy from birth certificate) (required)	Student SSN (do not enter dashes)	Student SSN Enter Student's SSN w/o the dashes. NOTE: If the SSN begins with a '0', precede the SSN with a single quote so
6	123456	123456	Duck	Donald	111223333	that Excel will not drop the
>	123456	123456	Mouse	Minnie		leading zero(es). I.e.
8	6140	72338	Bell	Tinker		'012345678.

As you tab through each column, a popup will be displayed clarifying what each column represents. Where applicable, a dropdown has been added for a column if there is a restricted list of valid values allowed.

The columns included in the template are listed below:

Column – Field	Action Required
A – Site ID	Enter the Site ID for the class you are uploading.
	 (a) To verify your Site ID, go to Panda and click on Pre-K, Rosters, and then View/Edit Roster. (b) On the Provider Site List page displayed, scroll to your County/Site Name to locate the Site ID.
	Pre-K v
	Enter Application
	Aff. Lawful Presence Pre-K To submit rosters for a site, click inside the white box to the left of th Roster Updates Complete to be submitted.
	Edit Company Profile
	Rosters V Showing 1 to 74 of 74 entries
	a
	View Roster Upload Status Site Site Site ID Site Name Address
	Le Search Child
	Waiting List > 1 DeKalb 6501 Avaion 659 Allgood Elementary Rd.
	Payments > 2 DeKalb 6545 Bright from 2968
	Recon Form Cravenridge Academy Do No.
	CLASS Observation Dr. NE

Column – Field	Action Required					
B – Class #	Enter the Class ID.					
	(a) To determine your Class ID, click on your Site Name.					
	(b) The Class List page displays the Class IDs for each class at that Site.					
	Roster Class List					
	Home > Pre-K > Rosters > <u>View/Edit Roster</u> > Roster Class List					
	Site Details					
	Provider Name: Conyers County School District Region: 03 County: DeKalb Consultant: Emily Dickinson					
	School Year: 2021					
	Showing 1 to 2 of 2 entries					
	Class Lead ■ # D					
	1 80004 Austen, GaPSC Certification, T4 Jane					
	2 80005 Bronte, No GaPSC Certification, ECE Bacheld higher					
C – Student Last	Enter the student's Last Name exactly as it appears on the student's age					
name	documentation. The student's last name must have two or more letters and may					
	include hyphens, apostrophes, and periods. Do not include a suffix as part of the last name (e.g., D'Angelo, Smith-Kline, or St. Claire).					
D – Student First	Enter the student's First Name exactly as it appears on the student's age					
name	<u>documentation</u> . The student's first name must have at least two letters. The first name can include two names separated by hyphens, apostrophes, spaces, or periods					
	(e.g., Jean-Paul, Da'Shandra, or T.J.).					
E – Student SSN	Enter the student's SSN (Social Security Number) using the format "123456789"					
	without dashes. It will be encrypted in the system to ensure data security.					
	• If the SSN has a leading zero, you will need to precede the value entered with an apostrophe (i.e., '012345678). Otherwise, Excel will					
	drop the leading zero(es) and the record will be flagged as an error in the upload for being less than 9 digits.					
	• Please verify that each student's SSN was entered correctly.					
	• If a parent chooses not to submit the Social Security card, providers should					
	ask the parent to complete the <i>Student Social Security Number Information</i> <i>Form</i> (Appendix B).					
	Note : If you are a public school district and have already assigned a '999' pseudo- social, leave this field blank and be sure to populate the waiver information into Columns S and T.					
F – Student Gender	Select the student's gender from the dropdown: \Box M = Male \Box F = Female					
G – Student DOB	Enter the student's Date of Birth <u>exactly as it appears on the student's age</u> <u>documentation</u> using the format "MM/DD/YYYY".					

Column – Field	Action Req	uired			
H – Birth Indicator	birth, twins,	Iltiple Birth drop-down list, select whether the student is from a single or a higher-order multiples (triplets or more) birth. For example, if John e twins, both would have "2" selected for Multiple Birth.			
	Select	Description			
	1	If the child was born from a single birth			
	2	If the child was born from a twin birth			
	3	If the child was born from a triplet birth			
	4	If the child was born from a quadruplet birth			
	5	If the child was born from a quintuplet birth			
I – Socio/Economic	nomic Select the appropriate Socio-Economic indicator from the drop-down.				
	 Category 1 Select this option if the child and/or child's family participates in one of the following: Supplemental Nutrition Assistance program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program. Documentation of participation must be verified and kept on file. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified and kept on file. Category 2 Select this option if the child does not meet the requirements for Category 1 eligibility. 				
J – Transportation	Select the student's Transportation indicator from the drop-down list. If the Center transports the child to and from Pre-K, select Yes .				
K – Ethnicity	Select the student's ethnicity from the drop-down: Hispanic/Latino Not Hispanic/Latino				
L – Dual Language Learner	Select the ap the drop-dow	propriate option from the DLL (Dual Language Learner) indicator from vn list:			
Indicator	Select	Description			
	Yes	If the student speaks multiple languages			
	No	If the student speaks only one language			
M – IEP	Select the ap down list:	propriate option for the IEP (Individual Education Plan) from the drop-			
	Select	Description			
	Yes	If an IEP is in place for the student			
	No	If the student does not have an IEP			
N – Funding	Select the Cl	ass Funding Source from the drop-down list:			
	Select	Description			
	Blended	If the class receives both Head Start and Pre-K funding			
	Lottery	If the class only receives Pre-K funding			
O – Begin Date	Enter the stu	dent's first day in the Pre-K class using the format "MM/DD/YYYY".			

Column – Field	Action Required				
	• The Begin Date cannot be on or prior to the count date of the previous Roster.				
	• For Roster 1, the Begin Date cannot be prior to August 1 st .				
	• The Begin Date cannot be after the Count Date of the current roster.				
P – End Date	If applicable, enter the student's last day in the Pre-K class using the format "MM/DD/YYYY".				
	• This date should only be entered if the student has un-enrolled from the class.				
	• The End Date cannot be after the count date of the current roster.				
	• The End Date cannot be a future date.				
Q – Middle Name	Enter the student's full middle name exactly as it appears on the student's age <u>documentation</u> . Hyphens, apostrophes, and periods may be included. If the student does not have a Middle Name, enter <i>NMN</i> to represent <u>No</u> <u>M</u> iddle <u>N</u> ame. This indicates you have verified there is not a middle name listed on the student's age documentation.				
R – Name Suffix	If applicable, select the appropriate Jr, II, III, IV, etc. value from the drop-down list.				
S – Waiver Reason If the Student's SSN was not provided, enter the Waiver Reason Code (e.g. Code) that corresponds with the reason selected by the Parent on the Student's Security Number Information Form.					
	Select Description				
	1 I need help in obtaining an SSN.				
	2 I need help replacing a lost SSN.				
	3 I am awaiting a replacement SSN and will provide when it arrives.				
	4 I forgot to bring the SSN and will provide within 30 days.				
	5 I choose not to provide the SSN because				
T – Waiver Reason Detail	If the Waiver Reason Code = 5, enter the Waiver Reason Detail which is the written reason provided by the Parent on the <i>Student Social Security Number Information Form</i> .				
	Note: Do not enter any commas into this field.				
U – American Indian or Alaskan Native	Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of American Indian/Alaskan Native is applicable to this student.				
V – Asian	Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of Asian is applicable to this student.				
W – Black or African American	Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of Black or African American is applicable to this student.				
X – Native Hawaiian or Other Pacific Islander	Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of Native Hawaiian or Other Pacific Islander is applicable to this student.				
Y – White	Select the appropriate Yes/No indicator from the drop-down list to indicate whether the race of White is applicable to this student.				

Important

For each student entered, select **Y** for at least one of the race values located in columns U-Y. Should it be necessary, you may indicate **Y** for as many races as are applicable for the student.

Column – Field	Action Required			
Z – GTID	Leave Column Z blank. Do not manually enter the student's 10 digit GTID. This field is only included in the template so that the file format will match the prepopulated files generated by Infinite Campus, Pearson PowerSchool, or ASPEN.			
AA – Parent/ Guardian First Name	Enter the first name of the student's parent or guardian (mother preferred if available).			
AB – Parent/ Guardian Last Name	Enter the last name of the student's parent or guardian (mother preferred if available).			
AC – Relationship	From the drop-down list, select the appropriate relationship of the parent or guardian to the student: Image: Mother image: Mother image: Father image: Grandparent image: Guardian image: Gu			

5. Repeat step 4 for each student until all students for the respective Site have been entered.

Note: You can edit your .xls file as many times as needed.

6. Once your entry of the student data is complete/accurate, follow the instructions included at the top of the DECAL template to delete the red and yellow highlighted rows so that your first student becomes the first row in the file.

-

	A	В	С		D	E	F	G	н	I	J
1		Instru	ictions to create a Stu	dent upload file:	1) Enter you	r roster re	cords b	elow begi	inning o	n line 8.	
2					2) Delete all H	leader rov	vs highl	ighted in	red (row	/s 1-5).	
3					3) Delete the	two exam	ple row	s highligh	ted in y	ellow (ro	ws 6,7)
4					4) Do a 'Save A	As' to both	an .xls	format ar	nd to a .o	sv forma	at
5		Class # (required)	(cobd up un pur up or un pare)	Student Firstna (copy from birth certifi (required)		Student SSN (do not enter dashes)	Student Gender (M=Male F=Female) (required)	Student DOB (MM/DD/YYYY) (required)	Birth Indicator (1= Single 2= Twin 3= Triplet etc) (required)	Economic (1=Category1	Transportatio (Y/N) (required)
6	123456	123456	Duck	Donald		111223333	М	10/12/2010	1	. 1	Y
7	123456	123456	Mouse	Minnie			F	9/15/2010	2	1	N
8	6140	78910	Bell	Tinker		123456789	F	4/1/2012	1	. 1	Y
	6140	78910	Doo	Scooby		012312123	M	10/31/2011	2	1	N
9								1/12/2012			

After Deletions

1	A	В	C	D	E	F	G	H	1	J
-	6140	78910	Bell	Tinker	123456789	F	4/1/2012	1	1	Y
2	6140	78910	Doo	Scooby	012312123	М	10/31/2011	2	1	N
3	6140	78910	Bear	Yogi	222113333	M	1/12/2012	1	1	Y

7. Follow the steps below to save your file in both the XLS and CSV (Comma delimited) format.

Step	Action Required
(a)	Click File> Save As> Save as Type> Excel 97-2003 Workbook (*.xls) or Excel Workbook (*.xlsx).
(b)	In the File name field, enter the roster file name using the suggested naming convention <i><schoolname>_</schoolname></i> StudentRoster_ <i><mmddyyyy></mmddyyyy></i> .xls. Example: <i>Idlewood_StudentRoster_08142015.xls</i> as the file name.
(c)	Click Save.
(d)	Click File> Save As> Save as Type> CSV (Comma Delimited) (*.csv).
(e)	In the File name field, enter the roster file name using the suggested naming convention <i><schoolname>_StudentRoster_<mmddyyyy>.csv.</mmddyyyy></schoolname></i> Example: <i>Idlewood_StudentRoster_08142015.csv</i> as the file name.
(f)	Click Save.
(g)	If you receive a message indicating the file may contain features that are not compatible with the CSV format, click Yes .

Important

Each time you modify the .xls file, you need to repeat Step 7 and resave the file to BOTH the .xls and the .csv formats to keep them in sync. Use the .xls version for editing and the .csv version for uploading. If you edit the .csv file, it will drop the column attributes defined in the .xls template (e.g., the leading zeroes will be dropped from the SSN). This will result in formatting errors the next time you try to upload the .csv file.

If you used the DECAL template, you can now skip to section – <u>Uploading Your Completed Student</u> <u>Roster Files</u> (page 35) – for instructions on how to upload your .csv file.

Creating an Upload File Using the Pre-Populated LSS File from Infinite Campus

1. In Infinite Campus, navigate to **System Administration > Resources > School.** Select the appropriate School and enter the Site ID.



To verify your Site ID, go to Panda and do the following:

- (a) Click on **Pre-K**, **Rosters**, and then **View/Edit Roster**.
- (b) On the Provider Site List displayed, scroll to your County/Site Name to locate your Site ID.
- 2. Enter the Panda Class ID on the Section of the Course you will be reporting. Navigate to **Search** > **Course/Section** > **Enter course name or number** > **Select the section**. *Bright from the Start Panda Class #* is on the Section tab.



To determine your Class ID, do the following on the View/Edit Roster page:

- Click on your **Site** Name.
- The Class List page displays the Class IDs for each class at that Site.

Note: You will need to verify your Class ID values each year, as <u>the Class ID values change each</u> <u>school year</u>.

3. Populate the specific Pre-K fields listed below into Infinite Campus for each student by navigating to **Student Info** > **General** > **BFTS Data**:

🕒 Save 🙁 D	elete All
BFTS Data	
*Birth Indicator	*Socio/Economic
	○
*Transportation	*Funding
	Image: A start of the start
Waiver Reason	Waiver Reason Detail (if CODE = 5)
CODE (if SSN	
missing)	

Important

Enter this data directly into Infinite Campus instead of attempting to edit the extracted csv file.

Column – Field	Action R	lequir	ed					
Birth Indicator			m a single birth, twin, or higher-order multiple birth, en	ter the total				
	number of		en from the pregnancy as the Multiple Birth value.					
	Select	_	cription					
	1	If th	e child was born from a single birth					
	2	2 If the child was born from a twin birth						
	3	If th	e child was born from a triplet birth					
	4	If th	e child was born from a quadruplet birth					
Socio/Economic	Select the	approp	priate Socio-Economic indicator from the drop-down.					
	of th (Sup Fami of pa free a eligit	e follo plemer ilies (T urticipa and rec ble as (gory 2	Select this option if the child and/or child's family pa- wing: Supplemental Nutrition Assistance program (SNA ntal Security Income), Medicaid, Temporary Assistance 'ANF), or Child and Parent Services (CAPS) program. I tion must be verified and kept on file. Children who par duced meal program through the school that they attend Category One if income eligibility is verified and kept o Select this option if the child does not meet the requir eligibility.	AP), SSI to Needy Documentation ticipate in the may also be n file.				
Transportation			sports the student to and from Pre-K, select Yes from th f the student is not transported by the Center, select No .	-				
Funding	Verify that	t the C	lass Funding Source displayed is correct and edit this field	eld if needed.				
	Select		Description					
	Blende	ed	If the class receives both Head Start and Pre-K funding					
	Lotter	ry	If the class only receives Pre-K funding					
Waiver Reason Code	enter the V	Waiver	SSN was not provided, indicated in Infinite Campus by a Reason Code (e.g., 1, 2, 3) that corresponds with the the <i>Student Social Security Number Information Form</i> .					
	Select	Descrij	ption					
	1	I need l	nelp in obtaining an SSN.					
	2	I need l	nelp replacing a lost SSN.					
	3	I am aw	vaiting a replacement SSN and will provide when it arrives.					
	4	I forgot	to bring the SSN and will provide within 30 days.					
	5	I choos	e not to provide the SSN because					
Waiver Reason Detail			ason Code = 5, enter the Waiver Reason Detail which is by the parent on the <i>Student Social Security Number Inf</i>					

- 4. Repeat step 3 for each Pre-K student in attendance.
- 5. Once you have completed populating the Pre-K fields for each student, proceed to download the Bright from the Start extract for each of your Pre-K sites.
 - Navigate to **GA State Reporting** > **Bright from the Start Extract**.
 - Select the desired school(s) and click **Download**.
- 6. Save each csv file to a folder on your computer using the following suggested naming convention <schoolname>_StudentRoster_<mmddyyyy>.csv. Example: *Idlewood_StudentRoster_08142015.csv*

DO NOT open the file in Excel prior to saving it to your computer.

- 7. If desired, you may double-click on the .csv file you just saved, launching Microsoft Excel, so that you can easily verify that all columns are populated and that the correct students are shown and are associated with the correct PANDA Site ID and Class ID. Then exit Excel **without** saving.
 - ONLY VIEW THE FILE IN EXCEL.
 - **DO NOT SAVE THE FILE IN EXCEL** as this will cause all leading zeroes to be dropped from the student's SSNs triggering records to error out in the upload process.

Important

If the Pre-K specific data fields outlined above were NOT entered into Infinite Campus, you will need to go back and complete steps **1-4**. It is preferred that the Pre-K data be entered into Infinite Campus rather than manually entering it into the extracted files.



8. Once your data is accurate and complete, you are ready to upload the file(s) to PANDA. Proceed to the section – <u>Uploading Your Completed Student Roster Files</u> (page 35).

Note: Because the prepopulated files from LSS are already in CSV format, there is no longer a need to maintain both the XLS and CSV file versions as required when using the DECAL template due to the prepopulated LSS file containing built-in data validations.

Creating an Upload File Using the Pre-Populated LSS File from PowerSchool

- 1. Provide the PowerSchool Administrator for your district with the PANDA Site IDs for your District. They will need to setup the sites on the District page in PowerSchool before the Early Care and Learning Pre-K Extract Report (i.e., your pre-populated roster files) can be generated.
 - a) To verify your Site ID, go to Panda and click on Pre-K, Rosters, and then View/Edit Roster.



- b) On the Provider Site List displayed, scroll to your County/Site Name to locate your Site ID.
- 2. Ask the PowerSchool Administrator to ensure that your PowerSchool login has 'edit' access, enabling you to enter the Pre-K specific fields detailed below for each of your Pre-K students. This data should be entered into PowerSchool **BEFORE** the pre-populated files are generated.

Important

If a Data Entry Clerk will be responsible for entering the Pre-K student data into PowerSchool, provide them the *Roster Information Form* (Appendix D) for each student. **Enter this data directly into PowerSchool rather than attempting to edit the csv files**.



3. Populate the specific Pre-K fields listed below into PowerSchool for each student:

Pre-K Information				
PANDA Class Id				
Pre-K Program Code		0		
Multiple Birth Indicator				
Dual Language Learner				
Socio Economic Indicator	0			
Fransportation will be provided	0			
Naiver Reason Code			0	
Vaiver Reason Detail				

Field	Action Re	quired					
Panda Class ID	Enter the PA	NDA Class ID.					
	(b) To deter(c) The Class	nda and click on Pre-K , Rosters , and then View/Edit Roster . mine your Class ID, click on your Site Name. as List Page displays the Class IDs for each class at that Site. 1 to 2 of 2 entries Class Lead					
		# ID Teacher Lead Teacher Credential 1 80004 Austen, Jane GaPSC Certification, T4 2 80005 Bronte, Charlotte No GaPSC Certification, ECE Bachelor or higher					
	<u>change</u>	You will need to verify your Class ID values each year, as the Class ID values each school year.					
Pre-K Program Code	-	propriate Pre-K Program Code from the dropdown. This represents what is e Class Funding Source in PANDA. Description					
	Blended Lottery	If the class receives both Head Start and Pre-K funding If the class only receives Pre-K funding					
Multiple Birth Value	 th If the child is from a single birth, twin, or higher-order multiple birth, select the model children from the Multiple Birth drop-down list. 						
	Select Description						
	1	If the child was born from a single birth					
	2	If the child was born from a twin birth					
	3	If the child was born from a triplet birth					
	4	If the child was born from a quadruplet birth					
Dual Language Learner		ual Language Learner checkbox if English is not the student's primary language; eave the checkbox 'blank'.					
Socio Economic Indicator	Catego the foll Securit Child a verified throug						
Transportation will be provided		ransportation checkbox if the program transports the student to and from Pre-K. tion is not provided, leave the checkbox 'blank'.					

Field	Action R	equired
Waiver Reason Code	Waiver Re	ent's SSN was not provided, indicated in PowerSchool by a '999' social, select the ason Code (e.g., 1, 2, 3) that corresponds with the reason selected by the parent <i>lent Social Security Number Information Form</i> :
	Select	Description
	1	I need help in obtaining an SSN.
	2	I need help replacing a lost SSN.
	3	I am awaiting a replacement SSN and will provide when it arrives.
	4	I forgot to bring the SSN and will provide within 30 days.
	5	I choose not to provide the SSN because
Waiver Reason Detail		ver Reason Code = 5, enter the Waiver Reason Detail which is the handwritten en by the parent on the <i>Student Social Security Number Information Form</i> .

- 4. Repeat step **3** for each Pre-K student in attendance.
- 5. From the report's menu available in PowerSchool, request the Early Care and Learning PK Extract Report for each of your Pre-K sites.
 - a) Contact your PowerSchool Administrator if you need assistance.
 - b) Save each csv file to a folder on your computer using the following suggested naming convention <schoolname>_StudentRoster_<mmddyyyy>.csv. Example: Idlewood_StudentRoster_08142015.csv as the file name.

DO NOT open the file in Excel prior to saving it to your computer.

- 6. If desired, you may double-click on the .csv file you just saved, launching Microsoft Excel, so that you can easily verify that all columns are populated and that the correct students are shown and are associated with the correct PANDA Site ID and Class ID. Then exit Excel **without** saving.
 - a) **ONLY VIEW THE FILE IN EXCEL**.
 - b) **DO NOT SAVE THE FILE IN EXCEL** as this will cause all leading zeroes to be dropped from the student's SSNs triggering records to error out in the upload process.

Important

If the Pre-K specific data fields outlined above were NOT entered into PowerSchool, you will need to go back and complete steps **2-4**. All Pre-K data must be entered into PowerSchool rather than manually entering the data into the extracted files.



7. Once your files are accurate and complete, you are ready to upload them to PANDA. Proceed to the next section – <u>Upload Your Completed Student Roster Files</u> (page 35).

Note: Because the prepopulated files from LSS are already in CSV format, there is no longer a need to maintain both the XLS and CSV file versions as required when using the DECAL template due to the prepopulated LSS file containing built-in data validations.

Creating an Upload File Using the Pre-Populated LSS File from ASPEN

1. Work with your ASPEN district coordinator to ensure the State Codes have been updated in the Person Relationship Codes Table. The only acceptable values that can be reported in the PANDA Export are: Mother, Father, Grandparent, and Guardian. Assign these state codes to the appropriate values in the State Code column in the below reference table.

Users	Options - Re	ports - Help - Searc	h on State	🎫 🕮 II. 🖶
Licenses	< 1:Mother Mo	ther V >		and and a second se
Security	SeqNo	Code	Description	State 👻
Data Dictionary	0	Mother	Mother	Mother
	0	Foster Father	Foster Father	Guardian
The onl		Foster Mother	Foster Mother	Guardian
Acceptat values th	0	Foster Parents	Foster parents	Guardian
can be		Guardian	Guardian	Guardian
 reported the PANI 		Grand Father	Grand Father	Grandparent
Export		Grand Mother	Grand Mother	Grandparent
-0	0	Grand Parent	Grand Parent	Grandparent
Calculated Fields	0	Father	Father	Father

2. Have your ASPEN district coordinator ensure that the School table has the correct PANDA Site Id values and that the Schedule Master table has the correct PANDA Class ID values for our location. The Site IDs remain the same each year. Please note that new Class IDs are assigned each year.

The Site ID and Class ID values can be found in PANDA on the View/Edit Roster screens as shown below:

Value	Action Required in PAN	DA	
Value Site ID	Action Required in PAN (a) Click on Pre-K, Rosters, and then View/Edit Roster. (b) On the Provider Site List page	DA Pre-K Enter Application Aff. Lawful Presence Pre-K Edit Company Profile Rosters View/Edit Roster View/Edit Roster View Roster Upload Status	To submit rosters for a site, click inside the white box to the left of th Roster Updates Complete to be submitted. Showing 1 to 74 of 74 entries
	displayed, scroll to your County/Site Name to locate the Site ID.	Search Child Waiting List Payments Recon Form CLASS Observation	# County ID Site Name Address 1 DeKalb 6501 Avalon Elementary 659 Aligood Rd. 1 DeKalb 6545 Bright from the Start Academy 2968 Cravenridge Dr. NE

Value	Action Required in PAN	DA						
Class ID	(a) On the View/Edit Roster page, click on your Site Name.		Roster Class List Home > Pre-K > Rosters > <u>View/Edit Roster</u> > Roster Class List					
	(b) The Class List page displays the Class IDs for each class at	Provider N Region: County: Consultant	ame:	Conyers (03 DeKalb Emily Dic	County Board of Education			
	that Site.		Schoo	Year: 2023	3			
		Showing 1 I	o 2 of 2 ent	ries				
		- # ⁰	Class ID	Lead Teacher	Lead Teacher Credential			
		1	80004	Austen, Jane	GaPSC Certification, T4			
		2	80005	Bronte, Charlotte	No GaPSC Certification, ECE Bachelo			

3. Populate the specific Pre-K fields listed below into ASPEN for each student.

ste	m Tables :: Student				
Optio	ns ▼ Reports ▼ Help ▼	Search on Name	🔍 🍸 🏥 🕮 II		
			0 of 5 selected 🥔		
	Name 🔺	ShortName	Alias	ReferenceTable > Name	ListEdi
	PK Birth Order	PK Birth Order	DOE BIRTH IND	DOE Birth Order	Y
	PK Socio Economic Indicator	PK Socio Econ Ind	DOE PK SOCIO ECONOMIC IND	DOE PK Socio Economic Ind	Y
	PK SSN Waiver Details	PK SSN Waiver Details	DOE SSN WAIVER DETAILS		Y
	PK SSN Waiver Reason	PK SSN Waiver Reason	DOE SSN WAIVER REASON	DOE PK SSN Waiver Reason	Y
1	PK Transportation Ind	PK Transportation Ind	DOE PK TRANSPORTATION IND		Y

All of the data fields have been created with List Edit ability, so users can easily update the student data using list view if desired.

Column – Field	Action Re	equired
Birth Indicator		is from a single birth, twin, or higher-order multiple birth, enter the total children from the pregnancy as the Multiple Birth value.
	Select	Description
	1	If the child was born from a single birth
	2	If the child was born from a twin birth
	3	If the child was born from a triplet birth
	4	If the child was born from a quadruplet birth
Socio/Economic	Select the a	ppropriate Socio-Economic indicator from the drop-down.
	of the	ory 1 Select this option if the child and/or child's family participates in one following: Supplemental Nutrition Assistance program (SNAP), SSI lemental Security Income), Medicaid, Temporary Assistance to Needy

Column – Field	Action	Requi	red		
	of p free elig	particip e and re gible as	TANF), or Child and Parent Services (CAPS) program. Documentation ation must be verified and kept on file. Children who participate in the duced meal program through the school that they attend may also be Category One if income eligibility is verified and kept on file.		
			2 Select this option if the child does not meet the requirements for eligibility.		
Transportation			hsports the student to and from Pre-K, select Yes from the Transportation If the student is not transported by the Center, select No .		
Funding	Verify th	at the O	Class Funding Source displayed is correct and edit this field if needed.		
	Select Description		Description		
	Blended		If the class receives both Head Start and Pre-K funding		
	Lottery		If the class only receives Pre-K funding		
Waiver Reason Code	Waiver H	Reason	SSN was not provided, indicated in ASPEN by a '999' social, enter the Code (e.g., 1, 2, 3) that corresponds with the reason selected by the ocial Security Number Information Form.		
	Select	Descri	ption		
	1	I need	help in obtaining an SSN.		
	2	I need	help replacing a lost SSN.		
	3	I am a	waiting a replacement SSN and will provide when it arrives.		
	4	I forgo	t to bring the SSN and will provide within 30 days.		
	5	I choo	se not to provide the SSN because		
Waiver Reason Detail			eason Code = 5, enter the Waiver Reason Detail which is the handwritten the Parent on the Social Security Number Information Form.		

4. Repeat step 3 for each Pre-K student in attendance.

Be sure to flag only the homeroom class in the Student Schedule table in ASPEN for each child. Otherwise this will cause duplicates in the csv file and we need to ensure each child has only 1 record in the file.

- 5. Once you have completed populating the Pre-K fields for each student, proceed to download the GA PANDA Roster Export. We recommend pulling a separate export for each Site within your district.
- 6. Save each csv file to a folder on your computer using the following suggested naming convention <schoolname>_StudentRoster_<mmddyyyy>.csv. Example: *Idlewood_StudentRoster_08142015.csv*

DO NOT open the file in Excel prior to saving it to your computer.

- 7. If desired, you may double-click on the .csv file you just saved, launching Microsoft Excel, so that you can easily verify that all columns are populated and that the correct students are shown and are associated with the correct PANDA Site ID and Class ID. Then exit Excel **without** saving.
 - ONLY VIEW THE FILE IN EXCEL.
 - **DO NOT SAVE THE FILE IN EXCEL** as this will cause all leading zeroes to be dropped from the student's SSNs triggering records to error out in the upload process.



8. Once your data is accurate and complete, you are ready to upload the file(s) to PANDA. Proceed to the section – <u>Uploading Your Completed Student Roster Files</u> (page 35).

Note: Because the prepopulated files from ASPEN are already in CSV format, there is no longer a need to maintain both the XLS and CSV file versions as required when using the DECAL template due to the prepopulated LSS file containing built-in data validations.

Creating an Upload File from ChildPlus

1. In ChildPlus, navigate to **Reports > Enrollment.** Scroll down and select the DECAL Custom Enrollment Report, which is Report #2101Z.

ChildPlus Desktop	
Services To-Do List	Entry Express Management Dashboard Reports Setu
Select a Report	
Administration	Enrollment Reports
Assessment	Select a report by clicking on the list below
Attachments	2125 - Participant Alphabetical List
Attendance	2130 - Participant Notes
	2131 - Participant Summary (Online) 2135 - Print Applications
CLASS®	2175 - Child Cultural History
Community Resources	2180 - Primary Language And Race
Disability	2190 - Preliminary Center Roster
Education	2195 - Child and Family Member Agency-Specific Fields
Enrollment	2210 - Enrollment Turnover
Evenent	Contraction of the second children by Program
Export	2250 - Enrollment and Waitlist Charts
Family	2008 - Participant SnapShot (Grid)
Health	2009 - Transfers (Grid)
In-Kind	2012 - Enrollment Duration and Attendance Counts (Grid)
Internal Monitoring	2013 - Participant Diagnostics (Grid)
Labels	2015 - Age at Enrollment (Grid)
	2016 - Eligibility Criteria (Grid)
LiveReport	2026 - Location Preferences (Grid)
Mapping	2027 - Location Preference History (Grid)
Mental Health	2101Z - DECAL Custom Enrollment Report
Miscellaneous	2111 - Participant Information (Grid) 2181 - Flag Info (Grid)
PIR	2211 - Daily Enrollment Totals (Grid)
	2300 - Missing Gender Info (Grid)
Pregnancy and Birth	
Professional Development	l

2. Using the dropdown arrows, select the Program Term value of 'Georgia Pre-K' for the current school year, then select the appropriate Agency/Site/Classroom combination for the file(s) you wish to create.

ChildPlus Deskto	φ ρ		
Services To	-Do List Entry Ex	press Manag	ement
Select Report	2101Z - DECAL Custom E	Enrollment Report	×
General Custor	n Filters		
Program Term 🤇	Georgia Pre-K 2022 -	2023	.
Program Option	<all></all>		•
Group	< All Groups >		•
	Group By Agency 🔹		
Agency	Ninth District Opport	unity	* I
Site	Douglas County Head	i Start	•
Classroom	< All Classrooms >		*
Responsible Staff	Don't filter by r 🔹		*

3. Click on 'Export' and save the file to your computer, being sure to save as type 'Excel Spreadsheet – Data Only(*.xlsx)'. We recommend that you include the Site Name in the filename

C <u>u</u> sto	m Filters				<u>↓</u> Export	
erm	Partnership	Save As				×
Option	<all></all>	← → ∽ ↑ 🗸	> This	; PC > Downloads v Ö Se	earch Downloads	2
	< All Groups	Organize 🔻 Ne	w folder		:== :==	- 0
	Group By Ag	💻 This PC	^	Name	Date modified	Туре
	Ninth Distric	📄 3D Objects		📴 Smith SS	6/1/2022 4:15 PM	Microsoft
	Douglas Co	Desktop		POF RecentPrekAdoptions	5/12/2022 8:53 AM	Microsoft
	< All Classro			negistration Information	5/5/2022 1:23 PM	Microsoft
1		Downloads		🚾 WsClassRatingReport_2021-2022_TheGin	4/18/2022 2:13 PM	Microsoft
le Staff	Don't filter t			🚾 WsClassRatingReport_2021-2022_SikesSc	4/12/2022 10:12 AM	Microsoft
		Music		🚾 Certification of Adoption - Ibanez, Cailee	3/21/2022 12:01 PM	Microsoft
		Pictures		a79c5aaf-8d8a-ec11-a826-6045bd77d394	2/14/2022 4:02 PM	Microsoft
		Videos		ChintaguntaDOB	1/4/2022 9:32 AM	Microsoft
		🎬 OS (C:)		WsoNarrativeSummary_2021-2022_Perio	12/7/2021 4:37 PM	Microsoft
		a DATADRIVE0	(D:)	per April 2020	10/21/2021 1:42 PM	Microsoft
ted		🛖 Marvin (G:)		POF Hoffman	10/6/2021 4:12 PM	Microsoft
ed		🛶 WorkDir (\\ca	cd Y	rntPortor (1)	10/6/2021 A-12 DM	Microsoft
d ed			_			
eo Wait		File name:				¥
Accept		Save as type:		ocument (*.pdf)		~
eted				cument (*.pdf) preadsheet (*.xlsx)		
oned		∧ Hide Folders		preadsheet - Data Only (*.xlsx)		
	l			a-Separated Values (*.csv) xt Document (*.rtf)	63	

4. Once the Export has completed, select the 'Open the File' option, as you will need to edit the file in Excel to populate the Pre-K specific fields listed below for each student, since these fields are not stored in ChildPlus.

	- Class #		
Export Completed			×
export Completed			
Your file was created. C:\Users\lyje\Downloads\Dou	alas tastfila vlav		
C:\Users\iyje\Downloads\Dou >	gias_testille.xisx		
Open the File			
Copy the file name to the cli	boord		
Copy the file name to the cil	board		
Copy the file path to the clip	board		
Consulta filo moth and more	en elso slindes and		
Copy the file path and name	to the clipboard		
Open the location with Wind	ows Explorer		
		G.	Close

Column – Field	Action Required
A – Site ID	Enter the Site ID for the class you are uploading.
	(c) To verify your Site ID, go to Panda and click on Pre-K, Rosters, and then View/Edit Roster.
	(d) On the Provider Site List page displayed, scroll to your County/Site Name to locate the Site ID.

Column – Field	Action Re	equired
	a	Pre-K ~ Enter Application
B – Class #	Enter the C	lass ID.
		b determine your Class ID, click on your Site Name.
	F	The Class List page displays the Class IDs for each class at that Site. Roster Class List Improvider Name: Convers County Board of Education Convers Cou
		Region: 03 County: DeKalb Consultant: Emily Dickinson
		School Year: 2023
		Class Lead #* ID Teacher Lead Teacher Credential 1 80004 Austen, Jane GaPSC Certification, T4 2 80005 Bronte, Charlotte No GaPSC Certification, ECE Bachelo higher
Birth Indicator		om a single birth, twin, or higher-order multiple birth, enter the total
		Iren from the pregnancy as the Multiple Birth value.
		scription
		the child was born from a single birth
		the child was born from a triplet birth
Socio/Economic	following: Security In Child and be verified program th income eli	tegory 1' if the child and/or child's family participates in one of the supplemental Nutrition Assistance program (SNAP), SSI (Supplemental ncome), Medicaid, Temporary Assistance to Needy Families (TANF), or Parent Services (CAPS) program. Documentation of participation must d and kept on file. Children who participate in the free and reduced meal hrough the school that they attend may also be eligible as Category One if igibility is verified and kept on file.
	□ Enter 'Cat eligibility.	tegory 2' if the child does not meet the requirements for Category 1

Dual Language Learner Indicator	Enter 'Y or 'N'.	es' or 'Y' if English is not the student's primary language; otherwise, enter 'No'
Funding		er 'Blended' if the class receives both Head Start and Georgia's Pre-K funding. er 'Lottery' if the class only receives Pre-K funding.
Waiver Reason Code	that corr	Indent's SSN was not provided, enter the Waiver Reason Code (e.g., 1, 2, 3) esponds with the reason selected by the parent on the <i>Student Social Security</i> <i>Information Form</i> . Description
	1	I need help in obtaining an SSN.
	2	I need help replacing a lost SSN.
	3	I am awaiting a replacement SSN and will provide when it arrives.
	4	I forgot to bring the SSN and will provide within 30 days.
	5	I choose not to provide the SSN because
Waiver Reason Detail		aiver Reason Code = 5, enter the Waiver Reason Detail which is the handwritten iven by the parent on the <i>Student Social Security Number Information Form</i> .

- 5. Repeat Step 4 for each student until all students for the respective Site/Class(es) have been populated.
- 6. Follow the steps below to save your file in both the XLS and CSV (Comma delimited) format.

Step	Action Required
(h)	Click File> Save As> Save as Type> Excel 97-2003 Workbook (*.xls) or Excel Workbook (*.xlsx).
(i)	In the File name field, enter the roster file name using the suggested naming convention <i><schoolname>_StudentRoster_<mmddyyyy>.xls.</mmddyyyy></schoolname></i> Example: <i>Idlewood_StudentRoster_08142015.xls</i> as the file name.
(j)	Click Save.
(k)	Click File> Save As> Save as Type> CSV (Comma Delimited) (*.csv).
(1)	In the File name field, enter the roster file name using the suggested naming convention <i><schoolname>_StudentRoster_<mmddyyyy>.csv</mmddyyyy></schoolname></i> . Example: <i>Idlewood_StudentRoster_08142015.csv</i> as the file name.
(m)	Click Save.
(n)	If you receive a message indicating the file may contain features that are not compatible with the CSV format, click Yes .

Important

Each time you modify the .xls file, you need to repeat Step 6 and resave the file to BOTH the .xls and the .csv formats to keep them in sync. Use the .xls version for editing and the .csv version for uploading. If you edit the .csv file, it will drop the column attributes defined in the .xls template (e.g., the leading zeroes will be dropped from the SSN). This will result in formatting errors the next time you try to upload the .csv file.

Uploading Your Completed Student Roster Files

When your upload file(s) are ready, complete the following steps to upload your student roster data.

- 1. On PANDA's main menu, click Pre-K, Rosters, and then the **View Roster Upload Status**. The View Upload Status window displays.
- 2. Click Upload
- 3. On the Upload File window, click on Choose File or enter the full path to the desired roster .csv file.

and click Upload button to u		Observe file
Student	Select File Format:	Choose file
C ontoin	Upload	
	Type the ful	

4. Click Upload

- If the specified file was successfully retrieved, PANDA displays a message on the screen that the uploaded file was accepted for processing.
- If the file was not found or was not a .csv file, an error message will display.
- 5. Click Back to return to the View Upload Status screen where you can monitor the progress of the upload by clicking Search / Refresh. You will receive e-mails from PANDA confirming when a file is received, if an error occurred, or if records were successfully loaded to the roster.

Please note that if the number of students loaded to the roster is less than the number of students in the upload file, then it means one or more students were flagged to the Student Exceptions screen. Refer to the next section of this document regarding how to resolve exception so that all students will pass on through the process and load to your roster.

View Roster Upload Status and Resolve Upload Exceptions



After you upload your roster files to DECAL, you must check the upload status and resolve any data errors. Failure to resolve the student exceptions will prevent all students from loading to the roster. DO NOT ignore errors or attempt to manually add the missing students.

To check the status of your upload and resolve potential errors, complete the following steps:

1. On the View Roster Upload Status page, click the Search / Refresh button to view the student file upload status.

ear:		2023	✓ Roster Cycl	le:	Roste	er 1	~	Search / Refresh
nowing :	1 to 118 of 11	8 entries					Search in Resu	its:
Select	🗧 File ID 🎈	Provider	File Name	# Records	Uploaded By	Uploaded On	Date Processed	Upload Status
	12284	Convers County Schools	Bedrock_studentroster_09122018.csv	22	Skye Blue	9/12/2018 9:46:05 AM	9/12/2018 9:58:31 AM	Upload Exception
								Manual Sciences and Sciences of the
	12200	Conyers County Schools	Storybook_studentroster_09112018.csv	22	Skye Blue	9/11/2018 5:36:42 PM	9/11/2018 5:41:15 PM	Save in Progress
	12200 12000	Conyers County Schools Conyers County Schools	Storybook_studentroster_09112018.csv Ponyville_studentroster_09102018.csv	22 22	Skye Blue Skye Blue	9/11/2018 5:36:42 PM 9/10/2018 8:25:14 AM	9/11/2018 5:41:15 PM 9/10/2018 8:35:38 AM	Save in Progress Invalid Site Class Combination

The status for all files loaded thus far during Roster 1 of the current school year will display.

- 2. Continue to click on the **Search/Refresh** button to refresh the information displayed until the file being loaded has completed the validation/upload process.
- 3. The following table describes the possible status values that may be received during the upload process:

Upload Status	Description
File Received For Validation	This indicates the file was successfully located and the validation process has started.
Total No. of Fields in one or all rows in incorrect	This indicates there is a problem with the file layout itself on one or more rows in the file. Typical reasons a file layout error occurs include:An empty file was uploaded.
	• Records in the file have too many columns or not enough columns. Each row should only contain 26 columns.
Invalid Site/Class Combination	This indicates that one or more records in the file contains an invalid Site ID or Class ID.Note: The upload process will stop if even just one invalid record is found. You will need to correct your file and upload again.
Validation In Progress	The roster file that you uploaded has passed the file layout validations and the record is being validated against the data edits for each individual field on the record.
Upload Status	Description
------------------	---
Upload Exception	PANDA found invalid values on one or more student records.
	Note: All valid records will load to the roster, but you will need to correct the records that have exceptions in order for them to load. The correction process is described starting on step 4.
Validated	The roster validation of each individual field for each student is complete and no errors were found.
Save In Progress	After the roster has been successfully validated and the records have loaded to the database, its status changes to Save In Progress . The roster is ready to be reviewed and marked as 'Roster Updates Complete'.

- 4. If you received the **Upload Exception** error, click on the yellow **Select** box next to the File ID to display the **Error Report** screen. Each student that was flagged with an error will be listed.
- 5. Select a student record by clicking the yellow **Select** box next to the student's name.

Details on Up	oloaded Records:							e
Provider Name: File Name: # Error Records	:	Conyers County Schools BrightStart_studentroster_ 32	09062018.csv	Date Uploaded: Data Errors Found Class level Errors:		9/6/2023 11:21:41 AM Yes 0	1	
Student Deta	ail Errors							e
howing 1 to 32 of	32 entries					Search in Result	s:	
-	32 entries Student Name	÷	Site Name		Class ID		s: or Count	4
-			Site Name Avalon Elementary	-	Class ID 6501			÷
-	Student Name				South and the second			4
howing 1 to 32 of Select	Student NameYogi Bear		Avalon Elementary	rt Academy	6501			-

6. The **Student Error Correction** screen displays showing the specific field (s) that contain invalid information.

Provider Details			
eKalb County Board of I	Education		
egal Name: .ddress: hone:	Conyers County Schools 131 Disney Lane, Anywhere, ((555)477-6937	Georgia 33300	
			St
Data Field	Uploaded Information	Error Description	Correct Information
a server s	Uploaded Information Mouse	Error Description	Correct Information
Last Name	and a second	Error Description	Correct Information
Last Name First Name	Mouse	Error Description	Correct Information
Last Name First Name Middle Name	Mouse Mickey	Error Description	Correct Information
Last Name First Name Middle Name Suffix	Mouse Mickey	Error Description	Correct Information
Data Field Last Name First Name Middle Name Suffix Date of Birth SSN	Mouse Mickey NMN	Error Description	Correct Information
Last Name First Name Middle Name Suffix Date of Birth	Mouse Mickey NMN	Error Description	Correct Information

Note: If you have a small number of students with errors, it will be easier to correct them on the Student Error Correction screen. However, if most of your records have errors, you may find it easier to update your file and perform the upload steps again.

- 7. Review the student's record and enter your corrections in the Correct Information column.
- 8. Click the Save button to save your changes for the student.
- 9. Click Back to return to the **Student Error** report. The corrected student record is no longer listed on the report and the Number of Error Records is reduced by one.
- 10. Repeat steps **5-8** for each student listed on the **Error Report** screen. When you are finished, return to the **View Upload Status** screen.
- 11. Click the Search / Refresh button. The upload file status should now show Save In Progress, and you are ready to review your roster to confirm all data shown is correct. Once all classes are complete and the Count Date has arrived, you are ready to click on Roster Updates Complete and submit your roster for each Site by following the instructions on the next page.

Important

Once you have **successfully** uploaded your students, **DO NOT** upload the file again for the same class or it will wipe out the students already loaded.

- NOTE 1: If a new student arrives **after** you have completed the roster upload process and **on/before** the Count Date, simply add this student to your roster manually.
- NOTE 2: If your upload file contains multiple classes and all have loaded successfully except one class, we can assist you with splitting that one class to its own upload file so that you are not continually dropping/reprocessing all classes every time. For assistance with roster upload questions, email panda.rosters@decal.ga.gov.

Submitting Your Completed Roster to DECAL

1. When you have entered/verified all of the teacher and student data on your roster(s), click the Roster Updates Complete button located at the bottom of the Roster Details page.

Note: If there are any errors, a message will appear at the top of the screen. The roster status will not change to **Roster Updates Complete** until the error(s) has been resolved. Note that in some browsers, you may not be able to scroll up to see the popup message. If that occurs, change your zoom level and ensure you have enabled popups.

2. Click the Back button. The Roster Class List screen displays. Notice the roster status field shows Roster Updates Complete.

	Scho	ol Year:	2023		~ F	Roster Cycle	Roster 1		~	Search
							I	Download Teach	ers Downlo	ad Students
owin		Class	tries Lead Teacher [©]	Lead Teacher Credential	# Kids Contracted	# Kids Listed ≑	Emailed/Printed On	Search in Results Roster Status	Validation Status	Waiver Type
	1	80004	Austen, Jane	GaPSC Certification, T4	22	22		Roster Updates	No	type

- 3. Click the Return to Site List button to review the roster status for each site. After all classes are marked complete, the site status will display **Roster Updates Complete**. The site can then be submitted beginning on the count date for each roster cycle.
- 4. To submit the site: (a) <u>read the statement below the site(s) information</u>, (b) <u>click the white checkbox to</u> <u>the left of the Site ID</u>, and then (c) click **Continue**.

	9.10	74 of 74 ent										ch in Results:		
	# ^{\$}	County [©]	Site ID [‡]	Site Name 🗘	Site Address [⊕]	City 瞕	Zip 🗘	# Classes [©]	# Kids Allowed [≑]	# Kids Listed [⊜]	Emailed / Printed On	Roster Status	Validation Status	LVS(Date
→ □	51	DeKalb	6501	Avalon Elementary	5447 Sesame Street	Stone Mountain	30083- 4576	2	44	44		Roster Updates Complete	No Exceptions	

Important

Only the Project Director or users with the Provider Management role will be able to see the Continue button and submit the roster. The 'Continue button is not accessible to users who have not been assigned the Provider Management role or are trying to submit prior to the count date.

5. The following Roster Submission popup screen will be displayed. Read the message very carefully before proceeding.



6. Choose one of the following options:

Select	Condition
Accept	If you concur that all of the data entered is true, complete and accurate to the best of your knowledge, and that you understand any false, fraudulent, or fictitious representation is punishable by law and could result in a felony charge.
Return to Roster	If you are unsure and need to go back and carefully review the data entered – wait to submit until you have verified the data is correct.

If you fail to include a student on a roster submitted to DECAL, you can add the student to the next roster; however, you cannot back date the entry to correct the mistake. The begin date you enter must be greater than the count date of the previous roster. Carefully review each roster for accuracy <u>BEFORE</u> submitting. Providers that inadvertently report inaccurate roster data may be charged a fee. Refer to Section 18.6 of the *Pre-K Providers' Operating Guidelines* for details.

7. After selecting **Accept**, complete the submission process by clicking the **Submit** button. The site's **Roster Status** will change to **Submitted**.

You will receive a confirmation e-mail informing you that your roster has been successfully submitted to DECAL. The e-mail will include the number of classes that were submitted. If all classes were not submitted, go back to the roster to see which classes did not submit successfully.

Important

By submitting the roster(s), you are asserting via electronic signature that the information on the roster(s) is true, complete, accurate, and includes all available student and teacher information.

Printing a PANDA Roster Report

After you finish entering your rosters, you can generate the **PANDA Roster Report**. This report lists the lead teacher, assistant teacher, and students enrolled in each class on the count day.

- 1. In PANDA, select View/Edit Roster and pull up the desired Site or Class.
- 2. Whether pulling the report at the Provider level, Site level, or individual Class level, each roster screen will display two Print options:

Level	Action Required
Provider	Navigate to the View/Edit Roster window and click on either Provider Roster Report or Provider Roster Reports w/o SSN in the upper right corner.
Site	Navigate to the View/Edit Roster window and click on the Site Name . The Roster Class List window displays. In the upper right corner, click Reports and select either Site Roster Report or Site Roster Reports w/o SSN .
Class	Navigate to the Roster Class List and click the Class ID . In the upper right corner on the Roster Class List window, click Print or Print Without SSN .

3. Use the following criteria to determine which print option to select:

Select	Condition
 Provider Roster Report Site Roster Report Print 	The report generated by selecting either the Provider Roster Report , Site Roster Report , or Print button should ONLY be viewed by the Project Director to confirm data accuracy (if you prefer not to view it online for accuracy), as this report contains SSN's. Please take appropriate action to shred the report once you have finished verifying/correcting the roster data .
 Provider Roster Reports w/o SSN Site Roster Reports w/o SSN Print Without SSN 	The report generated does not contain the SSN's. This report should be printed and given to the Lead Teacher for each Pre-K class in your program. Teachers will need the PANDA Student ID from this report to accurately enter their students into the Work Sampling Online (WSO) System.

4. The PANDA Roster Report will display in a separate browser window. You can then 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.

-		Page - Safety -			report.	the rej	his icon to priport so that i correct form
14 4	<u>1</u> of 1 ▷ ▷	∲ 100% ✓	J	Find Next	iort		0
DeKalb	These icons are	not		Year:	2017 - 2018	# Active Kids:	22
Site:	recommended for u			Count:	1/5/2018	# Category One:	17
Class:	roster report may n in the correct for	The second s		Due:	1/12/2018	# Cat 1 & Trans:	4
#	Last Name	First Name	SSN	Ins. Begin Date	Ins. End Date	Credential	CYE
Lead Tea	acher						

Updating Student Information Roster

- 1. On the View/Edit Roster screen, click the **Site Name** hyperlink for the desired site. The Class List page displays.
- 2. Click the **Class ID** hyperlink next to the class that you want to update. The Class Roster page displays.
- 3. Follow the steps below to make your changes:

Fields	Impacts Funding	Action Required	
Gender, Multiple Birth, and IEP	No	 The fields are displayed (a) Locate the student Last First Name Name 1 Bear Yogi (b) The field menu oper (c) Select the correct vertice 	ens.
Gender, Multiple Birth, DLL, IEP, Funding, Ethnicity, Race, Parent Name, Relationship Transportation	No Yes	(a) Click on the studer(b) Click on Edit in the(c) After you make the	
and Socio/Economic		 (a) Click on the studer (b) Click on Chg Tranwindow. Transport (c) After you make the 	at of your Pre-K funding: nt's last name. ns/Socio in the upper right corner of the Student Information tation and Socio/Economic are the only editable fields. e necessary change(s), the system will prompt you for an Change. To determine the effective date:
		If	Then
		Changing Transportation from NO to YES	Enter the date you began providing transportation for the student. If you ALWAYS provided transportation for this student, then the effective date should be the <u>next day after the</u> <u>BEGIN date</u> in class.
		Changing Transportation from YES to NO	Enter the date you stopped providing transportation for the student. If you never provided transportation for the student, then the effective date should be the <u>next day after the BEGIN</u> <u>date</u> in class.
		Changing from Category 1 to Category 2	Enter the date the student became INELIGIBLE for Category 1 status. If the student was NEVER eligible, then the effective date should be the <u>next day after the begin date</u> in class.
		Changing from Category 2 to Category 1	Enter the date the student became ELIGIBLE for Category 1 status. If the student was ALWLAYS eligible, then the effective date should be the <u>next day after the begin date</u> in class.
		(d) Enter the effective	date and click Save to update the record.

Fields	Impacts Funding	Actio	n Req	uired										
		Exan	aple Ro	oster V	iew E	efore T	rans	portati	on Cha	nge:				
		Last Name	First Name	Middle Name	¹ Suffix	DeB	SSN	Gender	Multiple Birth	Trans.	SociEco	IEP 1	Begin Date	End Date =
		Mouse	Mickey	Namina		7/2/2014		Male		No	Category 1	No	8/6/2018	
		Exam	ple Ro	ster V	iew A	fter Tr	anspo	ortatio	n Chan	ige:				
		Last Name	First Name	Middle Name	Suffix	DoB	SSN ®	Gender	Multiple Birth	Trans.	Soc/Eco	• IEP	Begin Date	End Date
		Mouse	Mickey	NMN		7/2/2014		Male		1 Yes	Category ·	1 No	10/15/20	18
		Mouse	Mickey	NMN		7/2/2014		Male		1 No	Category	No	8/6/201	8 10/14/2018
									tation = s Opene				sportat ord is (ion=No Closed
		Socio, roster newly Socio,	/Econo s. The s opened /Econo i or by	mic in student d recon mic be	dicato t WIL rd mer egan.	rs. The o L retain rely refle The orig	closed their ects w ginal s	d record origin when the start da	d WILI al Begin e chang te can b	L NOT n Date e in Tr e view	oortation f appear . The Be ransport ved on th View R	on s on s ation he Ch	Date of or nild Se	n the arch
Name and/or Date of Birth	Name - No	Reque	est For	<u>m</u> fou	nd on	the Pro		-			K Roster website			
	Date of Birth may impact funding	DO N		ose and	l re-ad	d the st					as a duj student			
SSN	No					ft blank 1e 'Pop					ned the	num	iber, it	can be
		Select Statu	23 of 23 entries First Name	Active Middle Name Suff	ix [©] Dot 1/11	SSN 3 SSN 1/2017 Populate SSN	Gender B Female	ultiple Tran	s. Soc/Eco I Category P 2	EP Be Da lo 8/5	sgin End te Date	Search i Data Entry Open Date 8/25/2021		Odified Modified on St17/2022
		Corre	ction F	Reques	st Fori		l on t	he Pro	•		complet page of			<u>X Roster</u> te and
		DO N	OT clo	ose and	l re-ad	d the st	ıdent	as this	will fla	ig the s	student	as a c	luplica	ite.

Moving a Student From One Class to Another

If the student has moved to another class within your program, complete the following steps that will close the students record in their current class and will create the students record in their new class:

- 1. On the current open roster, click on the student's Last Name to open the selected student's information window.
- 2. Click the **Move Student** button at the top of the screen. The Transfer Student pop up window displays.

Back Edit Change Trans/Socio Uplo	ad Document Move Student Clo	se Student
Transfer Student from 0	One Class to Anothe	r ×
End Date at this Class:*	mm/dd/yyyy	
OR		
\Box Click here if this student neve	r attended in this class*	
Select Site:*	Select Site	~
Select Class:*		~
Begin Date in New Class:*	mm/dd/yyyy	
		Save Cancel

- 3. Click on the calendar icon () to select the End Date in the old class OR click in the box if the student never attended the class.
- 4. Click on the **Select Site** drop down and select the site the student is moving to.
- 5. Click on the **Select Class** drop down and select the class the student is moving to.
- 6. Click on the calendar icon () to select the Begin Date in the new class.
- 7. Click Save.
- 8. If moving the student will not exceed the maximum allowance of enrolled students:
 - (a) PANDA will close the student in their current class (with an End Date that is the day before the Begin Date in the new class) and will add them to the new class.
 - (b) *Record moved successfully* will display.
 - (c) Click **OK** to return to the roster.
- 9. If moving the student exceeds the maximum allowance of enrolled students:
 - (a) PANDA will display the following error:



- (b) Review the roster of the new class and follow the steps given further below to Close any student(s) who have withdrawn from the class.
- (c) Repeat the above steps to again try to move the desired student to the new class.

Moving a Student from RPK to PK

NOTE: If the site offered a Rising Pre-K Summer Transition Pre-K (STP) class, the copy From RPK button will display (only during Roster 1) allowing you to select a student from your STP roster. The student's data will automatically populate for you. Review/update any fields that need to be corrected and populate all remaining fields.

R	РК:																
	Last Name	First Nam	ie ᅌ M	iddle Name 🍦	Suffix $^{\oplus}$	DoB 😑	SSN	e gtid	\$	Gender [‡]	Provid	er Name		Site	¢	Class ID ᅌ	Student ID 🚊
	Ronda	Ava	N	MN		3/19/2018		2298	803164	Female	Perpetu	ual International	Corporation	Kids R Kid	ls #44	10395	4713
P	reK:																
	Last Name 🗢	First Name 🗢	Suffix	Mic Mic Name	DOB	\$ SSN	GTID	Gender	Provid	der Name	¢	Site Name ᅌ	Class ID \diamond	Student ID \diamond			
)	Ronda	Ava		NMN	03/30/201	8		Female	Perpet Corpo	tual Internatio	onal	Kids R Kids #44	102885	1671463			

Closing a Student

If a student has withdrawn, complete the following steps to close the students record:

- 1. On the current open roster, click on the student's last name to open the selected student's information window.
- 2. Click the **Close Student** button at the top of the screen. The Close Student pop up window displays.

Back Edit	Change Trans/Soci	• Close Student	
	Close Stud	ent	Х
	End Date:*	mm/dd/yyyy	#
			Save

- 3. Click on the calendar icon () to select the last date of attendance.
- 4. Click **Save** to update the record.

Adding a Returning Student

If a student who previously attended Pre-K within your program has now returned, complete the following steps to re-add the student to your roster:

- 1. Using the View/Edit Roster menu option, navigate to the appropriate Site and Class of where the student will be attending.
- 2. On the roster details screen, scroll down to the **Student Information** section and click the **Add** button.
- 3. The Student Information screen displays as shown below.

Add/Modify Student Informat	ion		•
Add Returning Student			Save Cancel Save & Add
Student Last Name: *	LAST NAME	Ethnicity:*	~
Student First Name:*	FIRST NAME	Race:*	C American Indian or Alaska Native
Student Middle Name:*	MIDDLE NAME		Asian
Suffix:	~ ~		Black or African American
Date of Birth:*	mm/dd/yyyy 📋		Native Hawaiian or Other Pacific Islander
SSN:*	999-99-9999		White Information not provided
Gender:*	◯ Male ◯ Female	Parent/Guardian Last Name:*	LAST NAME
Multiple Birth:*	~	Parent/Guardian First Name:*	FIRST NAME
Transportation:*	~	Relationship:*	~
Socio/Economic:*	~	Begin Date in Class:*	mm/dd/yyyy
DLL:*	~	End Date in Class:	mm/dd/yyyy
IEP:*	~		
Funding:*	~		
			4

4. Select the **Add Returning Student** button. A list of all students who have previously withdrawn will display. Click the circle next to the desired student and click '**Ok**'.

List of I	Returning	Studer	nts that	can be a	dded	Х
Showing 1 t	to 5 of 5 entries		Search in R	esults:		
Select -	Last Name	First Name [©]	Middle Name ᅌ	Gender 🚔	Date of Birth	Class ID
0	Duck	Daisy	Donna	Female	3/25/2017	94872
0	Duck	Donald	Douglas	Male	12/7/2016	94872
0	Huckleberry	Finn	NMN	Male	9/12/2016	94872
0	Mouse	Mickey	Michael	Male	7/29/2017	94872
0	Wilder	Laura	Ingalls	Female	8/15/2017	94872
					Ok	Cancel

5. A validation pop-up will appear as shown below. Click 'Yes'.



- 6. All fields will pre-populate for you so that you do not have to re-key in any of the student information, thus eliminating potential data entry errors that could cause a duplicate. You will be able to edit/update all fields except for the Name/DOB/Social/Gender. If any of those were incorrect on the student's initial record and need to be corrected, please proceed to the 'How To Update A Student On Your Roster' section within this document.
- 7. Enter the desired **Begin Date** for this student and click on 'Save'.

Add/Modify Student Informati	on		-
Add Returning Student			Save Cancel Save & Add
Student Last Name:*	Duck	Ethnicity: *	Not Hispanic/Latino
Student First Name:*	Daisy	Race: *	American Indian or Alaska Native
Student Middle Name:*	Donna		🗆 Asian
Suffix:			Z Black or African American
Date of Birth:*	03/25/2017		Native Hawaiian or Other Pacific Islander
			White
SSN:*	999-99-9999		Information not provided
Gender:*	O Male Female	Parent/Guardian Last Name:*	BROWN
Multiple Birth:*	1	Parent/Guardian First Name:*	KIERRE
Transportation:*	No	Relationship:*	Mother 🗸
Socio/Economic:*	Category 1	✓ Begin Date in Class:*	mm/dd/yyyy
DLL:*	No	 End Date in Class: 	mm/dd/yyyy
IEP:*	No	•	
Funding:*	Lottery	•	

How to Search for a Student within Your Program

1. In the left-side navigation menu, select (a) **Pre-K**, click on (b) **Rosters**, and then select (c) **Search Child**.



- 2. In the Search Child window, use the Year dropdown menu to select the desired calendar year.
- 3. In one or more of the search criteria fields, enter the student's Last Name, First Name, Middle Name, Student ID, etc. and click **Search**.

Year:	2018			k the minus (—) toggle the plus (+) toggle symbol.
Child Specific	n criteria fields click	the button next to the sea	~	ch criteria, and then click the Search button.
Last Name:	Covote		First Name:	
Last Name: Middle Name:	Coyote		First Name: Student ID:	For example, enter
	Coyote mm/dd/yyyy		_	For example, enter either "W", "Wil", or "Wile E."

Search Tips:

- If you are unsure of the spelling of a student's name, you can enter a partial first or last name to give you a list of possible students.
- The field values are not case-sensitive, therefore upper- or lower-case letters will yield the same results.
- Start with a broad search using only one field and then narrow your search down using two or more fields.

- 4. All records that meet the search criteria are displayed. If you do not obtain the results you were expecting, check for spelling or typing errors.
- 5. The Child Name column displays each student's name as a hyperlink. Click on the student's name to view the record details.

Select 👘	Child Name 🍦	DOB ÷	ssn ᅌ	GTID 🗘	Gender 🏺	Provider Name	Site Name	Clas
•	Bear, Yogi Theo	9/4/2014	321-89-4367		Male	DeKalb County Board of Education	Avalon Elementary	8000
•	Bell, Tinker Pixie	5/9/2014	987-65-4321		Female	DeKalb County Board of Education	Avalon Elementary	8000
-	Duck, Donald Fauntleroy	11/6/2014	123-45-6789		Male	DeKalb County Board of Education	Bright from the Start Academy	8000

Frequently Asked Questions

Q. What is the difference between the count date and the due date?

A. The <u>count date</u> is the day providers verify students who are actively enrolled and attending Pre-K and teachers who are currently employed and teaching in the class. The <u>due date</u> is the day by which the roster must be submitted to DECAL.

The roster cannot be submitted *prior* to the count date. Providers may begin submitting the roster *on or after* the count date and can continually report changes that occur in the class until the end of the count date. Rosters are required to be submitted by the due date which is generally one week following the count date.

Any changes that occur after the count date will be reported on the next roster. No students can be added to the roster after the final count date.

Refer to section 18.6 of the *Pre-K Providers' Operating Guidelines* for a list of Critical Reporting Dates.

Q. One of my students has withdrawn. How do I remove the student from the roster?

A. On the current open roster, click on the student's last name to open the selected student's information window. Click the **Close Student** button at the top of the screen. Enter the last date of attendance and click **Save** to update the record.

Back Edit	Change Trans/Soci	o Close Student	
	Close Stud	ent	х
	End Date: *	mm/dd/yyyy	#
			Save

Q. How do I make corrections to the Gender, Multiple Birth, and, IEP roster fields?

- A. To correct **Gender, Multiple Birth**, **and IEP**, find the student's name on the roster, click the field (blue link) that needs to be changed, make the needed change, and then save the entry.
- Q. How do I make corrections to the Category or Transportation roster fields?
- A. If you need to edit the **Category or Transportation** fields, complete the following steps:

Step	Action Required
(1)	Click on the yellow Select box next to the student's name.
(2)	Click on the Chg Trans/Socio button at the top of the Student Information window. Transportation and Socio/Economic are the only editable fields.

Step	Action Required	
(3)	After you select an of Change . To dete	option from the drop-down list, the system will prompt you for an Effective date ermine the date:
-	If	Then
	Changing Transportation from NO to YES	Enter the date you began providing transportation for the student. If you ALWAYS provided transportation for this student then effective date should be the <u>next day after the BEGIN date</u> in class.
	Changing Transportation from YES to NO	Enter the date you stopped providing transportation for the student. If you never provided transportation for the student, then the effective date should be the next day after the BEGIN date in class.
	Changing from Category 1 to Category 2	Enter the date the student became INELIGIBLE for Category 1 status. If the student was NEVER eligible, then the effective date should be the <u>next day</u> <u>after the begin date</u> in class.
	Changing from Category 2 to Category 1	Enter the date the student became ELIGIBLE for Category 1 status. If the student was ALWLAYS eligible, then the effective date should be the <u>next day</u> <u>after the begin date</u> in class.
(4)	Enter the effective of	date.
(5)	Click Save to updat	te the record.

NOTE: A Category or Transportation change **does not** change the student's original Begin Date. Both an 'open' record and a 'closed' record will appear for the student during the roster in which a change was made to the Transportation or Socio/Economic indicators. The closed record **WILL NOT** appear on subsequent rosters. The student **WILL** retain their original Begin Date. The Begin Date on the newly opened record merely reflects when the change in Transportation or Socio/Economic began. The original start date can be viewed on the Child Search screen or by selecting a prior Roster Cycle at the top of the View Roster Class List screen.

Q. Why is a Begin Date showing for my student that is different from what I entered and no longer matches their first day of attendance?

A. Use the Child Search menu option to view the student's enrollment history. Verify if the student had a change in Socio/Economic or Transportation on a previous roster. During the roster in which the change was made, both an 'open' and a 'closed' record will appear for the student. The closed record will not appear on subsequent rosters but it is still in the system. No start date correction is needed since the previous roster still reflects the student's original begin date. The original start date can be viewed on the Child Search screen or by selecting a prior Roster Cycle at the top of the View Roster Class List screen.

A. How do I make corrections to the SSN, Name, or Date of Birth roster fields?

A. If you need to correct a student's SSN, Name, or Date of Birth, complete the *Pre-K Roster Correction Request Form* (located at <u>http://decal.ga.gov/PreK/ProjectDirectors.aspx</u>) and email it to <u>panda.rosters@decal.ga.gov</u>. DO NOT close and re-enter the student as this will flag the student as a duplicate.

Q. We have a student who has had a legal name change. Do we need to do anything?

A. Yes. You should take the following actions:

- 1. Complete the *Pre-K Roster Correction Request Form* (see above question for location of this form) and email it to <u>panda.rosters@decal.ga.gov</u> so that DECAL staff can update your roster.
- 2. Inform the student's teacher of the change in name so that the teacher can update the WSO roster.

- 3. If you are a public school, make sure your registrar has been informed of this change and has entered it into Infinite Campus, PowerSchool or ASPEN. Ask that they also help keep you informed anytime they make any changes in their system to a Pre-K student.
- Q. A parent has provided the Social Security number (SSN) for a student already on the roster. How do I add the SSN?
- A. SSNs can be added during open roster periods. Any child without an SSN listed will have the words **POPULATE SSN** in the SSN field on the roster. After you locate the student on the roster, click on the **POPULATE SSN** link, enter the student's SSN, double check your entry for accuracy, and then click **Save**.

Q. How do I move a student from one class to another within my program?

A) On the current open roster, click on the student's last name to open the selected student's information window. Click the **Move Student** button at the top of the screen. Enter the End Date in the original class or click the box if the student never physically attended in the class, select the desired Site Name, select the desired Class Id, and enter the begin date of attendance in the new class.

ransfer Student from	One Class to Anoth	her >
End Date at this Class:*	mm/dd/yyyy	
OR		
Click here if this student ne	ver attended in this class *	
	ver attended in this class*	~
Click here if this student ne	· · · · · · · · · · · · · · · · · · ·	*

Q. I uploaded my first roster and am now trying to 'Add' an additional student manually to Roster 1. Why am I receiving this popup?

A Roster Upload Exception	×
An Exception error has occurred for one or more students who were uploaded. O on the 'Resolve Exception' button to fix the errors prior to adding a student to en- you do not manually enter a student that has already been uploaded.	
Resolve Exception C	ancel

A. If the roster upload process resulted with upload exceptions and not all students in the roster upload file were loaded to the roster, you will receive the above popup if you leave those exception unresolved and you try to add a student manually. Confirm that the student you are trying to add is not in the list of upload exceptions by clicking on the green 'Resolve Exception' button. If you know that the only remaining exceptions are students which you deemed should not be loaded to the roster (i.e. like a child is who is not age eligible for Pre-K), then click on the orange 'Cancel' button to dismiss the popup and continue with adding the additional student manually.

Q. I have completed my updates and I am on the site list screen. I don't see a submit button. Where is the submit button?

A. Only one person will see the submit button and that is the person with the Provider Management role.

If you are the Provider Manager and don't see the submit button, then...

You are trying to submit a roster before the count date.

You are trying to submit a roster that does not have a **ROSTER UPDATES COMPLETE** status.

To obtain the correct roster status, complete the following steps:

Step	Action Required
(1)	On the Provider Site List window, click the hyperlinked Site Name you want to correct. The Class List window displays.
(2)	Click the hyperlinked Class ID you want to update. The Class Roster page displays.
	Note: Each class must be updated to Roster Updates Complete separately.
(3)	The Roster Updates Complete button located in the upper right corner on the Roster Details page. Once you locate the button, click it to update the status to Roster Updates Complete. (a) If there are errors, a message will appear in red at the top of the page. You will have to fix the errors and then click the Roster Updates Complete button again.
	(b) If there are no errors, click the Return to Class List button at the top of the page. Once you are on the class list, you will click the Return to Site List button at the top of the page.
(4)	Once you are on the Site List page and you have a status of Roster Updates Complete , begin the submit process by reading the certifications and following the instructions provided on each screen. You will not see the submit button until you have accepted the certifications.

Important

By submitting a roster(s), you are asserting via electronic signature that the information on the roster(s) is true, complete, accurate, and includes all available student and teacher information.