

Resolving Duplicate Teachers

How to Resolve Duplicate Teachers

- Teachers may be flagged in the Class Reporting Manager as the system identifies that they have an overlapping teaching period with another Pre-K provider.
 - If the teacher is flagged, the project director will receive a system notification, and the system will mark the teacher's record as TRUE for Teacher Overlap.
- The notification for a teacher overlap reads:
 - "[Teacher Name] has been reported as currently teaching at different programs. Upload documentation indicating their employment and start date at [Site Name]."
- To resolve the teacher overlap, navigate to the teacher's record in the Class Reporting Manager.
 - If you entered their Start and/or End Date incorrectly, update that information. Wait 24 hours to see if these updates removed the teacher overlap flag from the teacher's record.
 - If the existing information is correct, use the "upload" button under Actions to provide proof of employment.
 - Note: If no action is taken, the system will continue sending system notifications to resolve the teacher overlap.
- The Department will review the submitted information and take the necessary actions to resolve the teacher overlap.
 - Once resolved, the project director will receive a system notification as follows:
 - "[Teacher Name] has been removed as a potential duplicate. Click here to see changes made to the teacher record."

What if I still have questions?

If you have additional questions, please contact your Georgia's Pre-K Specialist or GAPREK.support@dec.al.ga.gov.