



ROSTER TIPS

Tips for Entering and Correcting Student Data

- Refer to the student attendance records maintained on site to ensure that begin and end dates are accurate, and no students are left off the roster.
- Children who have enrolled or registered for Pre-K but have not attended a scheduled Pre-K instructional day should not be reported on the roster.
- Add students who enrolled and attended after the previous count date. Any changes that occur AFTER the CURRENT count date will go on the next roster.
- To ensure accurate data entry, use the following documentation when entering student information. Note: Verify student information before saving because these fields cannot be changed.

Student Information:	Documentation to use:
Last Name, First Name, Middle Name	Acceptable age documentation, such as birth certificate, certificate of live birth, passport, official medical document, or legal document. Refer to section of the 2.1 Pre-K Providers' Operating Guidelines for additional information.
Date of Birth	Acceptable age documentation, such as birth certificate, certificate of live birth, passport, official medical document, or legal document. Refer to section of the 2.1 Pre-K Providers' Operating Guidelines for additional information.
Social Security Number	Social Security Card or Student Social Security Number Information Form, Appendix B (or similar form)

- If incorrect data was saved, DO NOT delete the student and reenter the student on the roster. Doing so will create a new student ID number for a child with an existing number. Reentering a student also creates duplicate reporting.
- To request a correction for name, date of birth or social security number, submit the *Roster Correction Form* and verifying documents to panda.rosters@dec.al.ga.gov or fax to 404-651-8576. The *Roster Correction Form* is located under the Project Director Resource List at <http://www.dec.al.ga.gov/PreK/ProjectDirectors.aspx>.

Changes can be made up until the roster due date